



**PUBLIC SERVICE COMMISSION**

**Our Vision**

*“A citizen-centric public service”*

**Our Mission**

*“To reform and transform the public service for efficient and effective service delivery”*

**VACANT POSITIONS IN THE PUBLIC SERVICE**

Applications are invited from qualified persons for the positions shown below.

V/NO.	POST	MINISTRY/STATE DEPARTMENT	GRADE	NO. OF VACANCIES
249/2024	Assistant County Commissioner II	Internal Security and National Administration	CSG 9	42
250/2024	Deputy Director, Social Welfare/Counselling Services	Correctional Services-Kenya	CSG 6	1
251/2024	Assistant Director, Social Welfare	Prisons Service	CSG 7	6
252/2024	Director, Resource Mobilization	The National Treasury	CSG 4	1
253/2024	Secretary, Micro, Small and Medium Enterprises	Micro, Small & Medium Enterprises Development	CSG 4	1
254/2024	Director, Enterprise Development, (Digital Delivery and Communication)		CSG 5	1
255/2024	Director, Enterprise Development, (Innovation, Product and Market Development)		CSG 5	1
256/2024	Director, Enterprise Development, (Financing, Partnership and Coordination)		CSG 5	1
257/2024	Director, Enterprise Development, (Policy and Research)		CSG 5	1
258/2024	Deputy Director, Enterprise Development, (Digital Delivery and Communication)		CSG 6	1
259/2024	Deputy Director, Enterprise Development, (Market Development)		CSG 6	1

V/NO.	POST	MINISTRY/STATE DEPARTMENT	GRADE	NO. OF VACANCIES
260/2024	Deputy Director, Enterprise Development, (Policy)		CSG 6	1
261/2024	Deputy Director, Enterprise Development, (Coordination)		CSG 6	1
262/2024	Deputy Director, Enterprise Development, (Partnership and Linkages)		CSG 6	1
263/2024	Deputy Director, Enterprise Development, (Financing and Resource Mobilization)		CSG 6	1
264/2024	Deputy Director, Enterprise Development, (Innovation and Product Development)		CSG 6	1
265/2024	Deputy Director, Enterprise Development, (Research)		CSG 6	1
266/2024	Assistant Director, Enterprise Development, (Partnership and Linkages)		CSG 7	1
267/2024	Assistant Director, Enterprise Development, (Co-ordination)		CSG 7	1
268/2024	Assistant Director, Enterprise Development, (Financing and Resource Mobilization)		CSG 7	1
269/2024	Assistant Director, Enterprise Development, (Market Development)		CSG 7	1
270/2024	Assistant Director, Enterprise Development, (Innovation and Product Development)		CSG 7	1
271/2024	Assistant Director, Enterprise Development, (Research)		CSG 7	1
272/2024	Assistant Director, Enterprise Development, (Policy)		CSG 7	1
273/2024	Assistant Director, Enterprise Development, (Digital Delivery and Communication)		CSG 7	1
274/2024	Director, Counselling and Wellness Services	State Department for Public Service	CSG 5	2
275/2024	Deputy Director, Counselling and Wellness Services		CSG 6	1
276/2024	Assistant Director, Counselling and Wellness Services		CSG 7	14

V/NO.	POST	MINISTRY/STATE DEPARTMENT	GRADE	NO. OF VACANCIES
277/2024	Assistant Director, Management Consultancy Services		CSG 7	15
278/2024	Assistant Director, Public Service Reforms		CSG 7	6
279/2024	Assistant Director, Research		CSG 7	10
280/2024	Legislative Affairs Officer	Parliamentary Affairs	CSG 9	2
281/2024	Parliamentary Affairs Officer		CSG 10	3
282/2024	Co-ordination & Strategy Officer		CSG 10	8
283/2024	Assistant Director, Air Transport	Transport	CSG 7	2
284/2024	Assistant Director, Shipping and Maritime		CSG 7	2
285/2024	Director, Youth Development	Youth Affairs and Creative Economy	CSG 5	1
286/2024	Director, Irrigation Sector Development Co-ordination	Irrigation	CSG 5	1
287/2024	Deputy Director/ Senior Principal Superintending Engineer Irrigation Infrastructure Development		CSG 6	1
288/2024	Deputy Director /Senior Principal Superintending Engineer-Water Harvesting and Storage		CSG 6	1
289/2024	Deputy Director Land Reclamation & Ecosystem Restoration		CSG 6	1
290/2024	Deputy Director Irrigation Water Management		CSG 6	1

The details of the posts and mode of application can be accessed on the Commission's website.

Interested and qualified persons are required to make their applications **ONLINE** through the Commission website: [www.publicservice.go.ke](http://www.publicservice.go.ke) or jobs portal: [www.psckjobs.go.ke](http://www.psckjobs.go.ke) so as to reach the Commission on or before **10<sup>th</sup> September, 2024 (Latest 5 pm East African Time)**.

**SECRETARY/CEO  
PUBLIC SERVICE COMMISSION**



## PUBLIC SERVICE COMMISSION

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## ADVERTISEMENT - VACANT POSITIONS IN THE PUBLIC SERVICE

Applications are invited from qualified persons for the positions shown below.

Interested and qualified persons are requested to make their applications **ONLINE** through the Commission website: [www.publicservice.go.ke](http://www.publicservice.go.ke) or jobs portal: [www.psckjobs.go.ke](http://www.psckjobs.go.ke)

### Please Note:

- (i) Applicants should provide all the details requested for in the advertisement. It is an offence to include incorrect information in the application. Details of academic and professional certificates not obtained by closure of the advert should not be included.
- (ii) Only shortlisted and successful applicants will be contacted.
- (iii) Canvassing in any form will lead to automatic disqualification.
- (iv) The Public Service Commission is committed to implementing the provisions of the Constitution - Chapter 232 (1) on fair competition and merit, representation of Kenya's diverse communities and affording equal employment opportunities to men and women, members of all ethnic groups and persons with disabilities.  
**THEREFORE, PEOPLE WITH DISABILITIES, THE MARGINALIZED AND THE MINORITIES ARE ENCOURAGED TO APPLY.**
- (v) **Shortlisted candidates** shall be required to produce **originals** of their National Identity Card, academic and professional certificates and transcripts during interviews.
- (vi) It is a criminal offence to present fake certificates/documents.
- (vii) Serving officers shall be required to avail Original letters of appointment to the current substantive posts during the interviews.

Applications should reach the Commission **on or before 10<sup>th</sup> September 2024 latest 5.00 pm (East African Time)**

## VACANCIES IN THE MINISTRY OF INTERIOR AND NATIONAL ADMINISTRATION

### STATE DEPARTMENT FOR INTERNAL SECURITY AND NATIONAL ADMINISTRATION

#### ASSISTANT COUNTY COMMISSIONER II FORTY TWO (42) POSTS –V/NO. 249/2024

Basic Salary Scale:	Ksh 44,400 - Ksh 61,110 p.m.	(CSG 9)
House Allowance:	Ksh 14,055 - KSH 28,000 p.m.	
Commuter Allowance:	Ksh 6,000 p.m.	
Leave Allowance:	As provided in the Civil Service	
Annual Leave:	30 working days per financial year	
Medical Cover:	As provided by the Government	
Terms of Service:	Permanent and pensionable.	

#### For appointment to this grade, a candidate must have:-

- (i) served for a minimum period of three (3) years at the grade of Assistant County Commissioner III/Assistant Secretary III, CSG 10 in the public service;
- (ii) a Bachelors Degree in any Social Science or its equivalent qualifications from a university recognized in Kenya;
- (iii) a Certificate in Administrative Officers' Paramilitary Course lasting not less than three (3) months from a recognize institution; and
- (iv) shown merit and ability as reflected in work performance and results.

#### Duties and responsibilities

##### Duties and responsibilities at this level will include:-

- (i) identifying issues and areas for policy formulation on national cohesion;
- (ii) coordinating the monitoring and evaluation of programmes and activities;
- (iii) approving the developed information education and communication materials, briefs, speeches, memoranda, concept papers and reports;
- (iv) coordinating advocacy on national cohesion and integration and lobbying for media support in the promotion of national cohesion and integration;
- (v) directing the conduct of research, disseminate findings, and implement recommendations;
- (vi) overseeing the finances and asset management of the department; and
- (vii) instituting operational accountability and overall staff supervision, mentoring discipline, training, preparation, and implementation of staff performance appraisal and contracts

## STATE DEPARTMENT FOR CORRECTIONAL SERVICES- KENYA PRISONS SERVICES

DEPUTY DIRECTOR, SOCIAL WELFARE/COUNSELLING SERVICES –ONE (1) POST–  
V/NO. 250/2024

Basic Salary Scale:	Ksh.102, 860- Ksh. 172, 350 p.m.	CSG 6
House Allowance:	Ksh 21, 508- Ksh. 50,000 p.m.	
Commuter Allowance:	Ksh 16,000 p.m.	
Annual Leave Allowance:	As provided by the Government	
Annual Leave:	30 working days per financial year	
Medical Cover:	As provided by the Government	
Terms of Service:	Permanent and pensionable	

**For appointment to this grade, a candidate must have:-**

- (i) served for a minimum period of ten (10) years, three (3) of which must have been in the grade of Principal, Social Welfare Officer, CSG 8 and above or in a comparable and relevant position in the wider public service;
- (ii) a Bachelors Degree in any of the following disciplines- Social Work, Sociology, Psychology, Mental Health, Anthropology, Counseling or other equivalent qualification from a university recognized in Kenya;
- (iii) be fully conversant with government policy on social welfare and rehabilitation; and
- (iv) demonstrated a high degree of professional and administrative capability in the general organization and management of social welfare function and personnel

### **Duties and Responsibilities**

The Deputy Director Social Welfare will be the head of the division and will be answerable to the Commissioner General of Prisons. Duties and responsibilities at this level will include:-

- (i) assisting the Commissioner General of Prisons in policy implementation in matters related to rehabilitation programmes;
- (ii) coordinating the formulation, development and implementation of social welfare policies; and
- (iii) managing any donor funded support via the division, prisoners and staff welfare matters in the whole county

## ASSISTANT DIRECTOR, SOCIAL WELFARE –SIX (6) POSTS –V/NO 251/2024

Basic Salary Scale:	Ksh.90, 200- Ksh. 124,630 p.m. CSG 7
House Allowance:	Ksh 18,066- Ksh. 45,000 p.m.
Commuter Allowance:	Ksh 12,000 p.m.
Annual Leave Allowance:	As provided by the Government
Annual Leave:	30 working days per financial year
Medical Cover:	As provided by the Government
Terms of Service:	Permanent and pensionable

### For appointment to this grade, a candidate must have:-

- (i) served for a minimum period of eight (8) years, three (3) of which must have been at the grade of Senior, Social Welfare Officer, CSG 9 and above or in a comparable and relevant position in the wider public service;
- (ii) a Bachelors Degree in any of the following disciplines;- Social Work, Sociology, Psychology, Mental Health, Anthropology, Counseling or other equivalent qualification from a university recognized in Kenya;
- (iii) be fully conversant with government policy on social welfare and rehabilitation; and
- (iv) demonstrated personal competence and administrative capability

### Duties and Responsibilities

Assistant Director Social Welfare will be stationed at the Prisons Headquarters or Regional Commander's Office. Duties and responsibilities at this level will include:-

- (i) assisting the Deputy Director Social Welfare in formulating, implementing, coordinating and supervising social welfare programmes;
- (ii) coordinating both Government and Non-Governmental organizations involved in social work and delivery of welfare care services;
- (iii) coordinating policy and managing any donor funded support;
- (iv) procuring and distributing education, recreational materials and equipment;
- (v) assisting in coordinating the general administrative duties, drawing up budgets; and
- (vi) dealing with human resource matters

THE NATIONAL TREASURY

DIRECTOR, RESOURCE MOBILIZATION –ONE (1) POST- V/NO. 252/2024

Basic Salary Scale:	Ksh.180, 160 - Ksh 335, 450p.m. (CSG 4)
House Allowance:	Ksh 80, 000 p.m.
Commuter Allowance:	Ksh 24,000 p.m.
Entertainment Allowance:	Ksh 65, 000 p.m.
Extraneous Allowance:	Ksh 60, 000 p.m.
Domestic Servants Allowance:	Ksh 15, 600 p.m.
Annual Leave Allowance:	As provided by the Government
Annual Leave:	30 working days per financial year
Medical Cover:	As provided by the Government
Terms of Service:	Permanent and pensionable/Local Agreement

**For appointment to this grade, a candidate must have:-**

- (i) served for a minimum period of fifteen (15) years, three (3) of which must have been at the grade of Deputy Director, Resource Mobilization, CSG 6, and above or in a comparable and relevant position in the wider public service or private sector;
- (ii) a Bachelors Degree in any of the following disciplines;- Computer Science, Information Technology, Economics, Economics and Statistics, Economics and Mathematics, or any other equivalent from a university recognized in Kenya;
- (iii) a Masters Degree in any of the following disciplines;- Economics, Finance, Accounting, Project Planning and Management, Business Administration or any other equivalent qualification from a university recognized in Kenya;
- (iv) a Certificate in any of the following: Corporate Governance, Advocacy, Public Debt Management, International Relations and Diplomacy, Monitoring and Evaluation or Project Management, Policy Formulation or equivalent qualifications from a recognized institution;
- (v) demonstrated professional competence, managerial capabilities and integrity; and
- (vi) demonstrated clear understanding of National Development Policies, goals and objectives

**Duties and Responsibilities**

The Officer at this level will be responsible to the Director General, Public Debt Management. Duties and responsibilities at this level will include:

- (i) overseeing the development and implementation of resources mobilization policies and strategies;
- (ii) overseeing the harmonization, alignment and coordination of aid effectiveness in line with international Declarations;
- (iii) mobilizing development partners' support;
- (iv) forecasting external and domestic inflows in the annual national estimates;



- (v) advising on financing and credit agreements for loans, grants and donations;
- (vi) monitoring implementation of donor funded projects;
- (vii) overseeing fulfillment of conditions precedent;
- (viii) liaising with counties on resource mobilization;
- (ix) coordinating research on resources mobilization to inform Policy Development;
- (x) advising on issuance of national government guarantees and on-lending management;
- (xi) educating and updating investors on the economic performance to achieve increased demand for government's domestic and international debt securities;
- (xii) facilitating communication with investors and rating agencies;
- (xiii) preparing briefs on market feedback and anticipated market reactions to policy changes;
- (xiv) preparing and disseminating country memoranda to market participants; and
- (xv) executing the global investor relations programmes

## VACANCIES IN THE MINISTRY OF CO-OPERATIVES AND MICRO, SMALL AND MEDIUM ENTERPRISES DEVELOPMENT

### STATE DEPARTMENT FOR MICRO, SMALL AND MEDIUM ENTERPRISES DEVELOPMENT

**SECRETARY, MICRO, SMALL AND MEDIUM ENTERPRISES - ONE (1) POST- V/NO. 253/2024**

<b>Basic Salary Scale:</b>	<b>Ksh 180,160 p.m. – 335,450 p.m.</b>	<b>(CSG 4)</b>
<b>House Allowance:</b>	<b>Ksh 80,000 p.m.</b>	
<b>Commuter Allowance:</b>	<b>Ksh 24,000 p.m.</b>	
<b>Leave Allowance:</b>	<b>As provided by the Government</b>	
<b>Annual Leave:</b>	<b>30 working days per financial year</b>	
<b>Medical Cover:</b>	<b>As provided by the government</b>	
<b>Terms of Service:</b>	<b>Permanent and Pensionable/Local Agreement</b>	

**For appointment to this grade, a candidate must have:-**

- (i) served for a minimum period of fifteen (15) years, three (3) of which must have been at the grade of Deputy Director, Enterprise Development, CSG 6 and above or in a comparable and relevant position in the wider public service or private sector;
- (ii) a Bachelors Degree in any of the following disciplines: Economics, Finance, Banking and Finance, Actuarial Science, Commerce, Entrepreneurship, Entrepreneurship and Enterprise Management, Enterprise Management, Business Management, Project Planning, Marketing, Information Technology, Information Communication Technology, Computer Science, Statistics, Statistics and Programing, Communication and Public Relations, Media and Digital Communication, Public Communication,

Education, Business Administration, Arts and Design, or any other equivalent qualification from a university recognized in Kenya;

- (iii) a Masters Degree in any of the following disciplines: Economics, Finance, Banking and Finance, Strategic Management, Public Policy and Administration, Actuarial Science, Commerce, Entrepreneurship, Small Business Management, Marketing Management, Project Planning, Information Technology, Information Communication Technology, Computer Science, Statistics and Programming, Public Communication, Business Administration, or any other equivalent qualification from a university recognized in Kenya;
- (iv) membership to a relevant professional body and in good standing (where applicable); and
- (v) demonstrated technical and professional competence, managerial capability, and a thorough understanding of MSMEs and ability to relate to national development goals

### **Duties and Responsibilities**

An officer at this level will report to the Principal Secretary, MSMEs for effective management and administration. Duties and responsibilities at this level will include:

- (i) overseeing the implementation of the technical aspects of MSMEs policy;
- (ii) providing leadership and coordination of the State Department`s technical functions and MSMEs development programs in harmony with relevant stakeholders;
- (iii) ensuring formulation, review and implementation of MSMEs policies, frameworks and operational guidelines;
- (iv) spearheading MSMEs programs implementation, monitoring, evaluation and reporting;
- (v) promoting strategic partnerships and linkages with Government agencies, international organizations, development partners and the private sector for effective MSMEs development across the sector;
- (vi) coordinating the mobilization of funding support for MSMEs development through collaborations with Governments, Government Agencies, development partners and the private sector;
- (vii) providing advice, technical input and guidance on MSMEs development; and
- (viii) advising on development and implementation of an effective programme for application and transfer of appropriate technologies to the MSMEs sector

**DIRECTOR, ENTERPRISE DEVELOPMENT (DIGITAL DELIVERY AND COMMUNICATION) - ONE (1) POST - V/NO. 254/2024**

Basic Salary Scale:	Ksh 143,640 p.m. – 262,420 p.m.	(CSG 5)
House Allowance:	Ksh 49,206 - Ksh 60,000 p.m.	
Commuter Allowance:	Ksh 20,000 p.m.	
Leave Allowance:	As provided in the Civil Service	
Annual Leave:	30 working days per financial year	
Medical Cover:	As provided by the government	
Terms of Service:	Permanent and Pensionable.	

**For appointment to this grade, a candidate must have:-**

- (i) served for a minimum period of ten (10) years, three (3) of which should have been in the grade of Assistant Director, Enterprise Development CSG 7 and above or in comparable and relevant position in the wider public service;
- (ii) a Bachelors Degree in any of the following disciplines: Economics, Finance, Banking and Finance, Actuarial Science, Commerce, Entrepreneurship, Entrepreneurship and Enterprise Management, Enterprise Management, Business Management, Project Planning, Marketing, Information Technology, Information Communication Technology, Computer Science, Statistics, Statistics and Programing, Communication and Public Relations, Media and Digital Communication, Public Communication, Education, Business Administration, Arts and Design or equivalent qualification from a university recognized in Kenya;
- (iii) a Masters Degree in any of the above disciplines: Economics, Finance, Banking and Finance, Strategic Management, Public Policy and Administration, Actuarial Science, Commerce, Entrepreneurship, Small Business Management, Marketing Management, Project Planning, Information Technology, Information Communication Technology, Computer Science, Statistics and Programing, Public Communication, Business Administration, or equivalent qualification from university recognized in Kenya;
- (iv) membership to a relevant professional body and in good standing (where applicable); and
- (v) demonstrated technical and professional competence, managerial capability, and a thorough understanding of MSMEs and ability to relate to national development goals

**Duties and Responsibilities**

An officer at this level will report to the Secretary, MSMEs for effective management and administration of the Directorate of MSMEs Policy and Research. Duties and responsibilities will include:-

- (i) promoting e-commerce strategies for MSMEs;
- (ii) collaborating with Partners and Stakeholders to support technology upgradation and modernization;
- (iii) coordinating the Designing and development of an MSMEs integrated information system;

- (iv) promoting formalization and development of a sector-based database for MSMEs;
- (v) overseeing the packaging, reviewing and dissemination of information on MSMEs activities, products and services;
- (vi) coordinating the Development of a business information database of MSMEs;
- (vii) overseeing Information management;
- (viii) coordinating MSMEs content development and management;
- (ix) coordinating communication and social media management;
- (x) overseeing Creation of public awareness on MSMEs policies, programs and projects;
- (xi) engaging departments and relevant stakeholders on representation and coverage of MSMEs functions by the media; and
- (xii) coordinating establishment of a seamless digital communication channel for MSMEs products and services

**DIRECTOR, ENTERPRISE DEVELOPMENT, (INNOVATION, PRODUCT AND MARKET DEVELOPMENT) - ONE (1) POST V/NO. 255/2024**

<b>Basic Salary Scale:</b>	<b>Ksh 143,640 p.m. – 262,420 p.m.</b>	<b>(CSG 5)</b>
<b>House Allowance:</b>	<b>Ksh 49,206 - Ksh 60,000 p.m.</b>	
<b>Commuter Allowance:</b>	<b>Ksh 20,000 p.m.</b>	
<b>Leave Allowance:</b>	<b>As provided in the Civil Service</b>	
<b>Annual Leave:</b>	<b>30 working days per financial year</b>	
<b>Medical Cover:</b>	<b>As provided by the government</b>	
<b>Terms of Service:</b>	<b>Permanent and pensionable.</b>	

**For appointment to this grade, a candidate must have:-**

- (i) served for a minimum period of ten (10) years, three (3) of which should have been in the grade of Assistant Director, Enterprise Development CSG 7 and above or in a comparable and relevant position in the wider public service;
- (ii) a Bachelors Degree in any of the following disciplines: Economics, Finance, Banking and Finance, Actuarial Science, Commerce, Entrepreneurship, Entrepreneurship and Enterprise Management, Enterprise Management, Business Management, Project Planning, Marketing, Information Technology, Information Communication Technology, Computer Science, Statistics, Statistics and Programing, Communication and Public Relations, Media and Digital Communication, Public Communication, Education, Business Administration, Arts and Design or equivalent qualification from a university recognized in Kenya;
- (iii) a Masters Degree in any of the above disciplines: Economics, Finance, Banking and Finance, Strategic Management, Public Policy and Administration, Actuarial Science, Commerce, Entrepreneurship, Small Business Management, Marketing Management, Project Planning, Information Technology, Information Communication Technology, Computer Science, Statistics and Programing, Public Communication, Business Administration, or equivalent qualification from a university recognized in Kenya;
- (iv) membership to a relevant professional body and in good standing (where applicable); and

- (v) demonstrated technical and professional competence, managerial capability, and a thorough understanding of MSMEs and ability to relate to national development goals

### **Duties and Responsibilities**

An officer at this level will report to the Secretary, MSMEs for effective management and administration of the Directorate of MSMEs Policy and Research. Duties and responsibilities at this level will include:-

- (i) promoting and overseeing the development of integrated MSMEs infrastructure, designing and development of an MSMEs integrated information system and promotion of e-commerce mechanisms for MSMEs in partnership with stakeholders;
- (ii) validating the specifications for design and development of MSMEs integrated information system;
- (iii) coordinating trade fairs and exhibitions for MSMEs products and services;
- (iv) enhancing liaison between stakeholders on linkages for MSMEs products and services to domestic and export markets;
- (v) coordinating with the relevant stakeholders for promotion of business innovation, incubation and product improvement for MSMEs and developing training programs on e-commerce mechanisms for MSMEs;
- (vi) promoting establishment of production clusters and partnership with relevant stakeholders;
- (vii) promoting development of cottage industry, product standardization and aggregation, business franchising and stakeholder engagement to inculcate entrepreneurship skills and culture;
- (viii) engaging with stakeholders and validating guidelines on enforcement of preference in Government to products and services of the MSMEs;
- (ix) facilitating development of a database software for MSMEs and collaborating with stakeholders to support technology up gradation and modernization;
- (x) overseeing registration of MSMEs and development of a one-stop digital marketing platform for MSMEs products and services and promoting partnerships with stakeholders on development of one-stop digital marketing platform for MSMEs Products and services;
- (xi) promoting startups in the MSMEs sector and fostering MSMEs business process re-engineering;
- (xii) developing and promoting the capacity of MSMEs in aggregation and value addition of local products for identified production clusters;
- (xiii) establishing aggregation and quality control centers for MSMEs products to enhance productivity and competitiveness of MSMEs

**DIRECTOR, ENTERPRISE DEVELOPMENT, (FINANCING, PARTNERSHIP AND CO-ORDINATION) - ONE (1) POST - V/NO. 256/2024**

Basic Salary Scale:	Ksh 143,640 p.m. – 262,420 p.m.	(CSG 5)
House Allowance:	Ksh 49,206 - Ksh 60,000 p.m.	
Commuter Allowance:	Ksh 20,000 p.m.	
Leave Allowance:	As provided in the Civil Service	
Annual Leave:	30 working days per financial year	
Medical Cover:	As provided by the government	
Terms of Service:	Permanent and Pensionable	

**For appointment to this grade, a candidate must have:-**

- (i) served for a minimum period of ten (10) years, three (3) of which should have been in the grade of Assistant Director, Enterprise Development CSG 7 and above or in a comparable and relevant position in the wider public service;
- (ii) a Bachelors Degree in any of the following disciplines: Economics, Finance, Banking and Finance, Actuarial Science, Commerce, Entrepreneurship, Entrepreneurship and Enterprise Management, Enterprise Management, Business Management, Project Planning, Marketing, Information Technology, Information Communication Technology, Computer Science, Statistics, Statistics and Programing, Communication and Public Relations, Media and Digital Communication, Public Communication, Education, Business Administration, Arts and Design or equivalent qualification from a university recognized in Kenya;
- (iii) a Masters Degree in any of the above disciplines: Economics, Finance, Banking and Finance, Strategic Management, Public Policy and Administration, Actuarial Science, Commerce, Entrepreneurship, Small Business Management, Marketing Management, Project Planning, Information Technology, Information Communication Technology, Computer Science, Statistics and Programing, Public Communication, Business Administration, or equivalent qualification from a university recognized in Kenya;
- (iv) membership to a relevant professional body and in good standing (where applicable); and
- (v) demonstrated technical and professional competence, managerial capability, and a thorough understanding of MSMEs and ability to relate to national development goals

**Duties and Responsibilities**

An officer at this level will report to the Secretary, MSMEs for effective management and administration of the Directorate of MSMEs Policy and Research. Duties and responsibilities will include: -

- (i) promoting and overseeing the development of integrated MSMEs infrastructure, designing and development of an MSMEs integrated information system and promotion of e-commerce mechanisms for MSMEs in partnership with stakeholders;
- (ii) validating the specifications for design and development of MSMEs integrated information system;
- (iii) coordinating trade fairs and exhibitions for MSMEs products and services;

- (iv) enhancing liaison between stakeholders on linkages for MSMEs products and services to domestic and export markets;
- (v) coordinating with the relevant stakeholders for promotion of business innovation, incubation and product improvement for MSMEs;
- (vi) collaborating with stakeholders in development of training programs on e-commerce mechanisms for MSMEs;
- (vii) overseeing promotion of market development for MSMEs products and services;
- (viii) establishing partnerships with stakeholders on market development for MSMEs products and services;
- (ix) promoting establishment of production clusters and partnership with relevant stakeholders;
- (x) coordinating partnerships with stakeholders for support on product development, design and packaging for MSMEs;
- (xi) overseeing the development and implementation of a framework for promotion of cottage Industry;
- (xii) promoting development of cottage industry, product standardization and aggregation, business franchising and stakeholder engagement to inculcate entrepreneurship skills and culture;
- (xiii) engaging with stakeholders and validating guidelines on enforcement of Government preference to MSMEs products and services;
- (xiv) facilitating development of a database software for MSMEs;
- (xv) overseeing registration of MSMEs and development of a one-stop digital marketing platform for MSMEs products and services;
- (xvi) promoting partnerships with stakeholders on development of one-stop digital marketing platform for MSMEs products and services;
- (xvii) collaborating with stakeholders to support technology upgradation and modernization;
- (xviii) developing and promoting the capacity of MSMEs in aggregation and value addition of local products for identified production clusters;
- (xix) promoting quality standards of MSMEs value added products; and
- (xx) establishing aggregation and quality control centers for MSMEs products to enhance productivity and competitiveness

**DIRECTOR, ENTERPRISE DEVELOPMENT- (POLICY AND RESEARCH) - ONE (1) POST-V/NO. 257/2024**

<b>Basic Salary Scale:</b>	<b>Ksh 143,640 p.m. – 262,420 p.m.</b>	<b>(CSG 5)</b>
<b>House Allowance:</b>	<b>Ksh 49,206 - Ksh 60,000 p.m.</b>	
<b>Commuter Allowance:</b>	<b>Ksh 20,000 p.m.</b>	
<b>Leave Allowance:</b>	<b>As provided in the Civil Service</b>	
<b>Annual Leave:</b>	<b>30 working days per financial year</b>	
<b>Medical Cover:</b>	<b>As provided by the government</b>	
<b>Terms of Service:</b>	<b>Permanent and Pensionable</b>	

**For appointment to this grade, a candidate must have: -**

- (i) served for a minimum period of ten (10) years, three (3) of which should have been in the grade of Assistant Director, Enterprise Development CSG 7 and above or in a comparable and relevant position in the wider public service;
- (ii) a Bachelors Degree in any of the following disciplines: Economics, Finance, Banking and Finance, Actuarial Science, Commerce, Entrepreneurship, Entrepreneurship and Enterprise Management, Enterprise Management, Business Management, Project Planning, Marketing, Information Technology, Information Communication Technology, Computer Science, Statistics, Statistics and Programing, Communication and Public Relations, Media and Digital Communication, Public Communication, Education, Business Administration, Arts and Design or equivalent qualification from a university recognized in Kenya;
- (iii) a Masters Degree in any of the above disciplines: Economics, Finance, Banking and Finance, Strategic Management, Public Policy and Administration, Actuarial Science, Commerce, Entrepreneurship, Small Business Management, Marketing Management, Project Planning, Information Technology, Information Communication Technology, Computer Science, Statistics and Programing, Public Communication, Business Administration, or equivalent qualification from a university recognized institution;
- (iv) membership to a relevant professional body and in good standing (where applicable); and
- (v) demonstrated technical and professional competence, managerial capability, and a thorough understanding of MSMEs and ability to relate to national development goals

**Duties and Responsibilities**

An officer at this level will report to the Secretary, MSMEs for effective management and administration of the Directorate of MSMEs Policy and Research. Duties and responsibilities at this level will include:-

- (i) overseeing the development, review and coordinating the implementation of MSMEs Policy;
- (ii) evaluating and reviewing guidelines on identification of beneficiaries, disbursement of funds, recovery and risk mitigation;



- (iii) coordinating research and development of demand driven interventions to address specific context of MSMEs;
- (iv) overseeing the implementation of developed interventions to address specific context of MSMEs;
- (v) coordinating the review of MSMEs Financing Policy to facilitate adequate flow of credit from financial institutions;
- (vi) spearheading the review of policies and guidelines for prioritization of MSMEs products and services in government procurement and development of all-inclusive credit policies and guidelines;
- (vii) overseeing the development of policies and guidelines on access to modern management practices for MSMEs and MSMEs Research & Knowledge Management;
- (viii) coordinating the Implementation of developed mentorship and coaching policies on entrepreneurship;
- (ix) coordinating the review of the frameworks on establishment of production clusters and subcontracting arrangements between MSMEs and Large Enterprises;
- (x) spearheading the development and implementation of guidelines on promotion and development of cottage industry;
- (xi) evaluating and reviewing MSMEs business franchising policies and guidelines;
- (xii) fostering MSMEs Business process re-engineering approaches;
- (xiii) overseeing the socio-economic impact assessment of the Financial Inclusion Fund and other Funds; and
- (xiv) championing the mainstreaming and coordination of MSMEs policies and programs in MDACs, private sector, development partners and non-governmental organizations

**DEPUTY DIRECTOR, ENTERPRISE DEVELOPMENT, (DIGITAL DELIVERY AND COMMUNICATION) - ONE (1) POST V/NO. 258/2024**

<b>Basic Salary Scale:</b>	<b>Ksh 102,860 - Ksh 172,350 p.m.</b>	<b>(CSG 6)</b>
<b>House Allowance:</b>	<b>Ksh 21,508 – Ksh 50,000 p.m.</b>	
<b>Commuter Allowance:</b>	<b>Ksh 16,000 p.m.</b>	
<b>Leave Allowance:</b>	<b>As provided in the Civil Service</b>	
<b>Annual Leave:</b>	<b>30 working days per financial year</b>	
<b>Medical Cover:</b>	<b>As provided by the Government</b>	
<b>Terms of Service:</b>	<b>Permanent and pensionable</b>	

**For appointment to this grade, a candidate must have: -**

- (i) served for a minimum period of ten (10) years, three (3) of which should have been in the grade of Principal Enterprise Development Officer CSG 8 and above or in a comparable and relevant position in the wider public service;
- (ii) a Bachelors Degree in any of the following disciplines: Economics, Finance, Banking and Finance, Actuarial Science, Commerce, Statistics, Entrepreneurship, Entrepreneurship and Enterprise Management, Enterprise Management, Business

Management, Project Planning, Marketing, Information Technology, Information Communication Technology, Computer Science, Statistics and Programming, Communication and Public Relations, Media and Digital Communication, Public Communication, Education, Business Administration, Arts and Design or equivalent qualification from a university recognized in Kenya;

- (iii) membership to a relevant professional body and in good standing (where applicable); and
- (iv) demonstrated technical competence and administrative capability as reflected in work performance and results

### **Duties and Responsibilities**

An officer at this level will report to the Director, Digital Delivery and Communication. Duties and responsibilities at this level will include:-

- (i) reviewing e-commerce strategies for MSMEs;
- (ii) providing support for technology upgradation and modernization;
- (iii) determining the suitability of the technology upgrades and modernization;
- (iv) developing an MSMEs integrated information system;
- (v) liaising with relevant stakeholders to promote formalization and development of sector-based database for MSMEs;
- (vi) coordinating the packaging and disseminating of information on MSMEs activities, products and services;
- (vii) developing a business information database of MSMEs;
- (viii) developing guidelines on information management;
- (ix) reviewing and managing MSMEs digital content;
- (x) reviewing information for upload on social media platforms;
- (xi) validating repackaged information and sensitization materials on MSMEs policies, programs and projects;
- (xii) coordinating creation of public awareness on MSMEs policies, programs and projects;
- (xiii) developing themes on MSMEs functions for representation and media coverage;
- (xiv) liaising with stakeholders on digital communication channels for MSMEs products and services; and
- (xv) developing guidelines on management of digital communication channels for MSMEs products and services

**DEPUTY DIRECTOR, ENTERPRISE DEVELOPMENT, (MARKET DEVELOPMENT) - ONE  
(1) POST- V/NO. 259/2024**

<b>Basic Salary Scale:</b>	<b>Ksh 102,860 - Ksh 172,350 p.m.</b>	<b>(CSG 6)</b>
<b>House Allowance:</b>	<b>Ksh 21,508 – Ksh 50,000 p.m.</b>	
<b>Commuter Allowance:</b>	<b>Ksh 16,000 p.m.</b>	
<b>Leave Allowance:</b>	<b>As provided in the Civil Service</b>	
<b>Annual Leave:</b>	<b>30 working days per financial year</b>	
<b>Medical Cover:</b>	<b>As provided by the Government</b>	
<b>Terms of Service:</b>	<b>Permanent and pensionable.</b>	

**For appointment to this grade, a candidate must have: -**

- (i) served for a minimum period of ten (10) years, three (3) of which should have been in the grade of Principal Enterprise Development Officer CSG 8 and above or in a comparable and relevant position in the wider public service;
- (ii) a Bachelors Degree in any of the following disciplines: Economics, Finance, Banking and Finance, Actuarial Science, Commerce, Entrepreneurship, Entrepreneurship and Enterprise Management, Enterprise Management, Business Management, Project Planning, Marketing, Information Technology, Information Communication Technology, Computer Science, Statistics, Statistics and Programing, Communication and Public Relations, Media and Digital Communication, Public Communication, Education, Business Administration, Arts and Design or equivalent qualification from a university recognized in Kenya;
- (iii) membership to a relevant professional body and in good standing (where applicable); and
- (iv) demonstrated technical competence as reflected in work performance and results

**Duties and Responsibilities**

An officer at this level will report to the Director, Innovation, Products, Market and Enterprise Development. Duties and responsibilities at this level will include:-

- (i) promoting and overseeing the development of integrated MSMEs infrastructure, designing and development of an MSMEs integrated information system and promotion of e-commerce mechanisms for MSMEs in partnership with stakeholders;
- (ii) validating the specifications for design and development of MSMEs integrated information system;
- (iii) coordinating trade fairs and exhibitions for MSMEs products and services;
- (iv) enhancing liaison between stakeholders on linkages for MSMEs products and services to domestic and export markets;
- (v) coordinating with the relevant stakeholders for promotion of business innovation, incubation and product improvement for MSMEs;
- (vi) collaborating with stakeholders to develop training programs on e-commerce mechanisms for MSMEs;
- (vii) overseeing promotion of market development for MSMEs products and services;
- (viii) establishing partnerships with stakeholders on market development for MSMEs products and services;

- (ix) promoting establishment of production clusters and partnership with relevant stakeholders;
- (x) coordinating partnerships with stakeholders on support for product development, design and packaging to MSMEs;
- (xi) overseeing the development and implementation of a framework for promotion of cottage Industry;
- (xii) promoting development of cottage industry, product standardization and aggregation, business franchising and stakeholder engagement to inculcate entrepreneurship skills and culture;
- (xiii) engaging with stakeholders and validating guidelines on enforcement of preference in Government to products and services of the MSMEs;
- (xiv) facilitating development of a database software for MSMEs;
- (xv) overseeing registration of MSMEs and development of a one-stop digital marketing platform for MSMEs products and services;
- (xvi) promoting partnerships with stakeholders on development of one-stop digital marketing platform for MSMEs Products and services;
- (xvii) collaborating with stakeholders to support technology upgradation and modernization;
- (xviii) promoting startups in the MSMEs sector and fostering MSMEs business process re-engineering;
- (xix) developing and promoting the capacity of MSMEs in aggregation and value addition of local products for identified production clusters;
- (xx) promoting quality standards of MSMEs value added products; and
- (xxi) establishing aggregation and quality control centers for MSMEs products to enhance productivity and competitiveness of MSMEs

**DEPUTY DIRECTOR, ENTERPRISE DEVELOPMENT, (POLICY) - ONE (1) POST V/NO. 260/2024**

<b>Basic Salary Scale:</b>	<b>Ksh 102,860 - Ksh 172,350 p.m.</b>	<b>(CSG 6)</b>
<b>House Allowance:</b>	<b>Ksh 21,508 – Ksh 50,000 p.m.</b>	
<b>Commuter Allowance:</b>	<b>Ksh 16,000 p.m.</b>	
<b>Leave Allowance:</b>	<b>As provided in the Civil Service</b>	
<b>Annual Leave:</b>	<b>30 working days per financial year</b>	
<b>Medical Cover:</b>	<b>As provided by the Government</b>	
<b>Terms of Service:</b>	<b>Permanent and pensionable.</b>	

**For appointment to this grade, a candidate must have: -**

- (i) served for a minimum period of ten (10) years, three (3) of which should have been in the grade of Principal Enterprise Development Officer CSG 8 and above or in a comparable and relevant position in the wider public service;
- (ii) a Bachelors Degree in any of the following disciplines: Economics, Finance, Banking and Finance, Actuarial Science, Commerce, Entrepreneurship, Entrepreneurship and Enterprise Management, Enterprise Management, Business Management, Project Planning, Marketing, Information Technology, Information Communication

Technology, Computer Science, Statistics, Statistics and Programming, Communication and Public Relations, Media and Digital Communication, Public Communication, Education, Business Administration, Arts and Design or equivalent qualification from a university recognized in Kenya;

- (iii) membership to a relevant professional body and in good standing (where applicable); and
- (iv) demonstrated technical competence as reflected in work performance and results

### **Duties and Responsibilities**

An officer at this level will report to the Director, Policy and Research. Duties and responsibilities at this level will include:-

- (i) coordinating development and validation of the MSMEs policy;
- (ii) monitoring the implementation of the MSMEs policy;
- (iii) validating guidelines on identification of beneficiaries, disbursement of funds, and recovery and risk mitigation;
- (iv) developing demand driven interventions to address specific context of MSMEs;
- (v) coordinating the development of MSMEs Financing Policy;
- (vi) coordinating development and validation of the policies and guidelines on prioritization of MSMEs products and services in government procurement;
- (vii) reviewing policies and guidelines on access to modern management practices for MSMEs, and mentorship and coaching on entrepreneurship;
- (viii) reviewing MSMEs Business process re-engineering approaches;
- (ix) coordinating stakeholder engagements and validation of the framework for: establishment of production clusters, and MSMEs Research and Knowledge Management;
- (x) reviewing framework on subcontracting arrangements between MSMEs and Large Enterprises;
- (xi) harmonizing guidelines on promotion and development of cottage industry;
- (xii) reviewing the developed MSMEs business franchising policies and guidelines;
- (xiii) coordinating socio-economic impact assessment of the Financial Inclusion Fund and other Funds; and
- (xiv) coordinating surveys and generation of periodic reports on MSMEs

**DEPUTY DIRECTOR, ENTERPRISE DEVELOPMENT, (CO-ORDINATION) - ONE (1)  
POST- V/NO. 261/2024**

Basic Salary Scale:	Ksh 102,860 - Ksh 172,350 p.m.	(CSG 6)
House Allowance:	Ksh 21,508 – Ksh 50,000 p.m.	
Commuter Allowance:	Ksh 16,000 p.m.	
Leave Allowance:	As provided in the Civil Service	
Annual Leave:	30 working days per financial year	
Medical Cover:	As provided by the Government	
Terms of Service:	Permanent and pensionable	

**For appointment to this grade, a candidate must have:-**

- (i) served for a minimum period of ten (10) years, three (3) of which should have been at the grade of Principal Enterprise Development Officer CSG 8 and above or in a comparable and relevant position in the wider public service;
- (ii) a Bachelors Degree in any of the following disciplines: Economics, Finance, Banking and Finance, Actuarial Science, Commerce, Entrepreneurship, Entrepreneurship and Enterprise Management, Enterprise Management, Business Management, Project Planning, Marketing, Information Technology, Information Communication Technology, Computer Science, Statistics, Statistics and Programing, Communication and Public Relations, Media and Digital Communication, Public Communication, Education, Business Administration, Arts and Design or equivalent qualification from a university recognized in Kenya;
- (iii) membership to a relevant professional body and in good standing (where applicable); and
- (iv) demonstrated technical competence as reflected in work performance and results

**Duties and Responsibilities**

An officer at this level will report to the Director, Financing, Partnership and Coordination. Duties and responsibilities at this level will include:-

- (i) harmonizing and maintaining information on Financial Agencies on MSMEs beneficiaries for promotion, development and enhancement of competitiveness of MSMEs;
- (ii) reviewing support mechanisms for Progressive credit policies and practices targeting MSMEs;
- (iii) liaising with relevant stakeholders on Investment, Insurance and Risk management for MSMEs;
- (iv) supporting the development of products on Investment, Insurance and Risk management targeting MSMEs;
- (v) liaising with relevant stakeholders to support credit scoring and digital lending for MSMEs;
- (vi) monitoring and evaluating the flow and absorption of credit from financial public institutions;

- (vii) reviewing and analyzing trends on financial inclusion reports of youth, women and vulnerable groups;
- (viii) reviewing and making recommendations on mortgage uptake by MSMEs and the report findings on Financial Inclusion Fund and other Funds;
- (ix) reviewing lending and borrowing policies and make recommendations;
- (x) establishing linkages between related MSMEs Associations and Large Enterprise Associations;
- (xi) supporting development of model MSMEs, trade fairs and exchange programs to enhance technical and management capabilities;
- (xii) Coordinating MSMEs in various value chains to enhance partnership and collaborations as well as investor engagement forums for accelerating investment;
- (xiii) Monitoring the implementation of MSMEs policies and programs in MDACs, private sector, development partners and non-governmental organizations;
- (xiv) Organizing investment forums for MSMEs with relevant stakeholders;
- (xv) Developing proposals on incentives to promote local investment through MSMEs;
- (xvi) Monitoring the performance of Financial Inclusion Fund and other Funds;
- (xvii) Mobilizing technical expertise for MSMEs infrastructure and technology; and
- (xviii) Collaborating with County Governments, Government Agencies, Development Partners and the Private Sector to promote MSMEs development.

**DEPUTY DIRECTOR, ENTERPRISE DEVELOPMENT, (PARTNERSHIP AND LINKAGES) - ONE (1) POST -V/NO. 262/2024**

<b>Basic Salary Scale:</b>	<b>Ksh 102,860 - Ksh 172,350 p.m.</b>	<b>(CSG 6)</b>
<b>House Allowance:</b>	<b>Ksh 21,508 – Ksh 50,000 p.m.</b>	
<b>Commuter Allowance:</b>	<b>Ksh 16,000 p.m.</b>	
<b>Leave Allowance:</b>	<b>As provided in the Civil Service</b>	
<b>Annual Leave:</b>	<b>30 working days per financial year</b>	
<b>Medical Cover:</b>	<b>As provided by the Government</b>	
<b>Terms of Service:</b>	<b>Permanent and pensionable</b>	

**For appointment to this grade, a candidate must have:-**

- (i) served for a minimum period of ten (10) years, three (3) of which should have been in the grade of Principal Enterprise Development Officer CSG 8 and above or in a comparable and relevant position in the wider public service;
- (ii) a Bachelors Degree in any of the following disciplines: Economics, Finance, Banking and Finance, Actuarial Science, Commerce, Entrepreneurship, Entrepreneurship and Enterprise Management, Enterprise Management, Business Management, Project Planning, Marketing, Information Technology, Information Communication Technology, Computer Science, Statistics, Statistics and Programing, Communication and Public Relations, Media and Digital Communication, Public Communication, Education, Business Administration, Arts and Design or equivalent qualification from a university recognized in Kenya;
- (iii) membership to a relevant professional body and in good standing (where applicable); and

(iv) demonstrated technical competence as reflected in work performance and results

### **Duties and Responsibilities**

An officer at this level will report to the Director, Partnership and Linkages. Duties and responsibilities at this level will include:-

- (i) harmonizing and maintaining information on Financial Agencies on MSMEs beneficiaries for promotion, development and enhancement of competitiveness of MSMEs;
- (ii) reviewing support mechanisms for Progressive credit policies and practices targeting MSMEs;
- (iii) liaising with relevant stakeholders on Investment, Insurance and Risk management for MSMEs;
- (iv) supporting the development of products on Investment, Insurance and Risk management targeting MSMEs;
- (v) liaising with relevant stakeholders to support credit scoring and digital lending for MSMEs;
- (vi) monitoring and evaluating the flow and absorption of credit from financial public institutions;
- (vii) reviewing and analyzing trends on financial inclusion reports of youth, women and vulnerable groups;
- (viii) reviewing and making recommendations on mortgage uptake by MSMEs and the report findings on Financial Inclusion Fund and other Funds;
- (ix) reviewing lending and borrowing policies and make recommendations;
- (x) establishing linkages between related MSMEs Associations and Large Enterprise Associations;
- (xi) supporting development of model MSMEs, trade fairs and exchange programs to enhance technical and management capabilities;
- (xii) coordinating MSMEs in various value chains to enhance partnership and collaborations as well as investor engagement forums for accelerating investment;
- (xiii) monitoring the implementation of MSMEs policies and programs in MDACs, private sector, development partners and non-governmental organizations;
- (xiv) organizing investment forums for MSMEs with relevant stakeholders;
- (xv) developing proposals on incentives to promote local investment through MSMEs;
- (xvi) monitoring the performance of Financial Inclusion Fund and other Funds;
- (xvii) mobilizing technical expertise for MSMEs infrastructure and technology; and
- (xviii) collaborating with County Governments, Government Agencies, Development Partners and the Private Sector to promote MSMEs development



**DEPUTY DIRECTOR, ENTERPRISE DEVELOPMENT, (FINANCING AND RESOURCE MOBILIZATION) - ONE (1) POST V/NO. 263/2024**

Basic Salary Scale:	Ksh 102,860 - Ksh 172,350 p.m.	(CSG 6)
House Allowance:	Ksh 21,508 – Ksh 50,000 p.m.	
Commuter Allowance:	Ksh 16,000 p.m.	
Leave Allowance:	As provided in the Civil Service	
Annual Leave:	30 working days per financial year	
Medical Cover:	As provided by the Government	
Terms of Service:	Permanent and pensionable.	

**For appointment to this grade, a candidate must have:-**

- (i) served for a minimum period of ten (10) years, three (3) of which should have been in the grade of Principal Enterprise Development Officer CSG 8 and above or in a comparable and relevant position in the wider public service;
- (ii) a Bachelors degree in any of the following disciplines: Economics, Finance, Banking and Finance, Actuarial Science, Commerce, Entrepreneurship, Entrepreneurship and Enterprise Management, Enterprise Management, Business Management, Project Planning, Marketing, Information Technology, Information Communication Technology, Computer Science, Statistics, Statistics and Programing, Communication and Public Relations, Media and Digital Communication, Public Communication, Education, Business Administration, Arts and Design or equivalent qualification from a university recognized in Kenya;
- (iii) membership to a relevant professional body and in good standing (where applicable); and
- (iv) demonstrated technical competence as reflected in work performance and results

**Duties and Responsibilities**

An officer at this level will report to the Director, Financing and Resource Mobilization. Duties and responsibilities at this level will include:-

- (i) harmonizing and maintaining information on Financial Agencies on MSMEs beneficiaries for promotion, development and enhancement of competitiveness of MSMEs;
- (ii) reviewing support mechanisms for Progressive credit policies and practices targeting MSMEs;
- (iii) liaising with relevant stakeholders on Investment, Insurance and Risk management for MSMEs;
- (iv) supporting the development of products on Investment, Insurance and Risk management targeting MSMEs;
- (v) liaising with relevant stakeholders to support credit scoring and digital lending for MSMEs;
- (vi) monitoring and evaluating the flow and absorption of credit from financial public institutions;
- (vii) reviewing and analyzing trends on financial inclusion reports of youth, women and vulnerable groups;

- (viii) reviewing and making recommendations on mortgage uptake by MSMEs and the report findings on Financial Inclusion Fund and other Funds;
- (ix) reviewing lending and borrowing policies and make recommendations;
- (x) establishing linkages between related MSMEs Associations and Large Enterprise Associations;
- (xi) supporting development of model MSMEs, trade fairs and exchange programs to enhance technical and management capabilities;
- (xii) coordinating MSMEs in various value chains to enhance partnership and collaborations as well as investor engagement forums for accelerating investment;
- (xiii) monitoring the implementation of MSMEs policies and programs in MDACs, private sector, development partners and non-governmental organizations;
- (xiv) organizing investment forums for MSMEs with relevant stakeholders;
- (xv) developing proposals on incentives to promote local investment through MSMEs;
- (xvi) monitoring the performance of Financial Inclusion Fund and other Funds;
- (xvii) mobilizing technical expertise for MSMEs infrastructure and technology; and
- (xviii) collaborating with County Governments, Government Agencies, Development Partners and the Private Sector to promote MSMEs development

**DEPUTY DIRECTOR, ENTERPRISE DEVELOPMENT, (INNOVATION AND PRODUCT DEVELOPMENT) - ONE (1) POST- V/NO. 264/2024**

<b>Basic Salary Scale:</b>	<b>Ksh 102,860 - Ksh 172,350 p.m.</b>	<b>(CSG 6)</b>
<b>House Allowance:</b>	<b>Ksh 21,508 – Ksh 50,000 p.m.</b>	
<b>Commuter Allowance:</b>	<b>Ksh 16,000 p.m.</b>	
<b>Leave Allowance:</b>	<b>As provided in the Civil Service</b>	
<b>Annual Leave:</b>	<b>30 working days per financial year</b>	
<b>Medical Cover:</b>	<b>As provided by the Government</b>	
<b>Terms of Service:</b>	<b>Permanent and pensionable.</b>	

**For appointment to this grade, a candidate must have:-**

- (i) served for a minimum period of ten (10) years, three (3) of which should have been in the grade of Principal Enterprise Development Officer CSG 8 and above or in a comparable and relevant position in the wider public service;
- (ii) a Bachelors degree in any of the following disciplines: Economics, Finance, Banking and Finance, Actuarial Science, Commerce, Entrepreneurship, Entrepreneurship and Enterprise Management, Enterprise Management, Business Management, Project Planning, Marketing, Information Technology, Information Communication Technology, Computer Science, Statistics, Statistics and Programing, Communication and Public Relations, Media and Digital Communication, Public Communication, Education, Business Administration, Arts and Design or equivalent qualification from a university recognized in Kenya;
- (iii) membership to a relevant professional body and in good standing (where applicable); and
- (iv) demonstrated technical competence as reflected in work performance and results

## Duties and Responsibilities

An officer at this level will report to the Director, Innovation and Product Development. Duties and responsibilities at this level will include:-

- (i) promoting and overseeing the development of integrated MSMEs infrastructure, designing and development of an MSMEs integrated information system and promotion of e-commerce mechanisms for MSMEs in partnership with stakeholders;
- (ii) validating the specifications for design and development of MSMEs integrated information system;
- (iii) coordinating trade fairs and exhibitions for MSMEs products and services;
- (iv) enhancing liaison between stakeholders on linkages for MSMEs products and services to domestic and export markets;
- (v) coordinating with the relevant stakeholders for promotion of business innovation, incubation and product improvement for MSMEs;
- (vi) collaborating with stakeholders to develop training programs on e-commerce mechanisms for MSMEs;
- (vii) overseeing promotion of market development for MSMEs products and services;
- (viii) establishing partnerships with stakeholders on market development for MSMEs products and services;
- (ix) promoting establishment of production clusters and partnership with relevant stakeholders;
- (x) coordinating partnerships with stakeholders on support for product development, design and packaging to MSMEs;
- (xi) overseeing the development and implementation of a framework for promotion of cottage Industry;
- (xii) promoting development of cottage industry, product standardization and aggregation, business franchising and stakeholder engagement to inculcate entrepreneurship skills and culture;
- (xiii) engaging with stakeholders and validating guidelines on enforcement of preference in Government to products and services of the MSMEs;
- (xiv) facilitating development of a database software for MSMEs;
- (xv) overseeing registration of MSMEs and development of a one-stop digital marketing platform for MSMEs products and services;
- (xvi) promoting partnerships with stakeholders on development of one-stop digital marketing platform for MSMEs Products and services;
- (xvii) collaborating with stakeholders to support technology upgradation and modernization;
- (xviii) promoting startups in the MSMEs sector and fostering MSMEs business process re-engineering;
- (xix) developing and promoting the capacity of MSMEs in aggregation and value addition of local products for identified production clusters;
- (xx) promoting quality standards of MSMEs value added products; and
- (xxi) establishing aggregation and quality control centers for MSMEs products to enhance productivity and competitiveness of MSMEs

**DEPUTY DIRECTOR, ENTERPRISE DEVELOPMENT, (RESEARCH) - ONE (1) POST-V/NO. 265/2024**

<b>Basic Salary Scale:</b>	<b>Ksh 102,860 - Ksh 172,350 p.m.</b>	<b>(CSG 6)</b>
<b>House Allowance:</b>	<b>Ksh 21,508 – Ksh 50,000 p.m.</b>	
<b>Commuter Allowance:</b>	<b>Ksh 16,000 p.m.</b>	
<b>Leave Allowance:</b>	<b>As provided in the Civil Service</b>	
<b>Annual Leave:</b>	<b>30 working days per financial year</b>	
<b>Medical Cover:</b>	<b>As provided by the Government</b>	
<b>Terms of Service:</b>	<b>Permanent and pensionable.</b>	

**For appointment to this grade, a candidate must have:-**

- (i) served for a minimum period of ten (10) years, three (3) of which should have been in the grade of Principal Enterprise Development Officer CSG 8 and above or in a comparable and relevant position in the wider public service;
- (ii) a Bachelors degree in any of the following disciplines: Economics, Finance, Banking and Finance, Actuarial Science, Commerce, Entrepreneurship, Entrepreneurship and Enterprise Management, Enterprise Management, Business Management, Project Planning, Marketing, Information Technology, Information Communication Technology, Computer Science, Statistics, Statistics and Programing, Communication and Public Relations, Media and Digital Communication, Public Communication, Education, Business Administration, Arts and Design or equivalent qualification from a university recognized in Kenya;
- (iii) membership to a relevant professional body and in good standing (where applicable); and
- (iv) demonstrated technical competence as reflected in work performance and results

**Duties and Responsibilities**

An officer at this level will report to the Director, Policy and Research. Duties and responsibilities at this level will include:-

- (i) coordinating development, validation and monitoring the implementation of the MSMEs policy;
- (ii) validating guidelines on identification of beneficiaries, disbursement of funds, and recovery and risk mitigation;
- (iii) developing demand driven interventions to address specific context of MSMEs;
- (iv) coordinating the development of MSMEs Financing Policy;
- (v) coordinating development and validation of the policies and guidelines on prioritization of MSMEs products and services in government procurement;
- (vi) reviewing policies and guidelines on access to modern management practices for MSMEs, and mentorship and coaching on entrepreneurship;
- (vii) reviewing MSMEs Business process re-engineering approaches;
- (viii) coordinating stakeholder engagements and validation of the framework for establishment of production clusters, and MSMEs Research and Knowledge Management;

- (ix) reviewing framework on subcontracting arrangements between MSMEs and Large Enterprises;
- (x) reviewing the developed MSMEs business franchising policies and guidelines and harmonizing guidelines on promotion and development of cottage industry;
- (xi) coordinating socio-economic impact assessment of the Financial Inclusion Fund and other Funds; and
- (xii) coordinating surveys and generation of periodic reports on MSMEs

**ASSISTANT DIRECTOR, ENTERPRISE DEVELOPMENT, (PARTNERSHIP AND LINKAGES)  
- ONE (1) POST- V/NO. 266/2024**

<b>Basic Salary Scale:</b>	<b>Ksh 90,200 p.m. – Ksh 124,630 p.m.</b>	<b>(CSG 7)</b>
<b>House Allowance:</b>	<b>Ksh 18,066 - Ksh 45,000 p.m.</b>	
<b>Commuter Allowance:</b>	<b>Ksh 12,000p.m</b>	
<b>Leave Allowance:</b>	<b>As provided in the Civil Service</b>	
<b>Annual Leave:</b>	<b>30 working days per financial year</b>	
<b>Medical Cover:</b>	<b>As provided by the Government</b>	
<b>Terms of Service:</b>	<b>Permanent and Pensionable</b>	

**For appointment to this grade, a candidate must have:-**

- (i) served for a minimum period of three (3) years in the grade of Principal Enterprise Development Officer CSG 8 or in a comparable and relevant position in the wider public service;
- (ii) a Bachelors degree in any of the following disciplines: Economics, Finance, Banking and Finance, Actuarial Science, Commerce, Entrepreneurship, Entrepreneurship and Enterprise Management, Enterprise Management, Business Management, Project Planning, Marketing, Information Technology, Information Communication Technology, Computer Science, Statistics, Statistics and Programing, Communication and Public Relations, Media and Digital Communication, Public Communication, Education, Business Administration, Arts and Design or equivalent qualification from a university recognized in Kenya;
- (iii) membership to a relevant professional body and in good standing (where applicable); and
- (iv) demonstrated technical competence as reflected in work performance and results

**Duties and Responsibilities**

An officer at this level will report to the Deputy Director, Innovation, Product and Markets Development. Duties and responsibilities at this level will include:-

- (i) coordinating the identification of MSMEs infrastructure for integration and linkages for MSMEs products and services;
- (ii) establishing linkages between stakeholders on MSMEs infrastructure integration;
- (iii) monitoring and evaluating the development of integrated MSMEs infrastructure;
- (iv) validating the specifications for design and development of MSMEs integrated information system;

- (v) coordinating the designing and development of an MSMEs integrated information system;
- (vi) reviewing guidelines for MSMEs participation in trade fair and exhibitions;
- (vii) coordinating and organizing trade fairs and exhibitions for MSMEs products and services and showcasing their innovations in liaison with stakeholders;
- (viii) monitoring and evaluating market development strategies and linkages of MSMEs products and services to domestic and export markets;
- (ix) reviewing guidelines on MSMEs products and services linkages to domestic and export markets;
- (x) establishing linkages between stakeholders on: business innovation and incubation for MSMEs, e-commerce mechanisms for MSMEs and establishment of production clusters;
- (xi) coordinating development of programs for technology transfer to MSMEs;
- (xii) reviewing reports and tools on market development strategies for MSME products and services;
- (xiii) reviewing guidelines on establishment of production clusters;
- (xiv) providing linkages for MSMEs on product development, design and packaging;
- (xv) facilitating Market access for cottage industry products, start-ups and linkages between franchisees and franchisers;
- (xvi) reviewing developed framework for promotion of cottage industry;
- (xvii) coordinating provision of linkages to MSMEs with relevant stakeholders;
- (xviii) reviewing guidelines and establishing linkages with stakeholders on enforcement of preference in Government to products and services of the MSMEs;
- (xix) reviewing MSMEs data collection and analysis tools;
- (xx) coordinating the registration of MSMEs and development of one-stop digital marketing platform;
- (xxi) reviewing the database on MSMEs products and services in the one-stop digital marketing platform; and
- (xxii) reviewing the specifications for designing and development of a MSMEs integrated information system

**ASSISTANT DIRECTOR, ENTERPRISE DEVELOPMENT, (COORDINATION) - ONE (1)  
POST -V/NO. 267/2024**

<b>Basic Salary Scale:</b>	<b>Ksh 90,200 p.m. – Ksh 124,630 p.m.</b>	<b>(CSG 7)</b>
<b>House Allowance:</b>	<b>Ksh 18,066 - Ksh 45,000 p.m.</b>	
<b>Commuter Allowance:</b>	<b>Ksh 12,000p.m</b>	
<b>Leave Allowance:</b>	<b>As provided in the Civil Service</b>	
<b>Annual Leave:</b>	<b>30 working days per financial year</b>	
<b>Medical Cover:</b>	<b>As provided by the Government</b>	
<b>Terms of Service:</b>	<b>Permanent and Pensionable.</b>	

**For appointment to this grade, a candidate must have:-**

- (i) served for a minimum period of three (3) years in the grade of Principal Enterprise Development Officer CSG 8 or in a comparable and relevant position in the wider public service;
- (ii) a Bachelors degree in any of the following disciplines: Economics, Finance, Banking and Finance, Actuarial Science, Commerce, Entrepreneurship, Entrepreneurship and Enterprise Management, Enterprise Management, Business Management, Project Planning, Marketing, Information Technology, Information Communication Technology, Computer Science, Statistics, Statistics and Programing, Communication and Public Relations, Media and Digital Communication, Public Communication, Education, Business Administration, Arts and Design or equivalent qualification from a university recognized in Kenya;
- (iii) membership to a relevant professional body and in good standing (where applicable); and
- (iv) demonstrated technical competence as reflected in work performance and results

**Duties and Responsibilities**

An officer at this level will report to the Deputy Director, Coordination. Duties and responsibilities will include:-

- (i) reviewing information from the Financial Agencies on MSMEs beneficiaries for promotion, development and enhancement of competitiveness of MSMEs;
- (ii) monitoring and evaluating support mechanisms for progressive credit policies and practices targeting MSMEs;
- (iii) reviewing guidelines on Investment, Insurance and Risk management for MSMEs;
- (iv) developing resource mobilization strategies for MSMEs;
- (v) monitoring the implementation of guidelines on Investment, Insurance and Risk management for MSMEs;
- (vi) preparing report on credit scoring and digital lending from financial institutions and agencies;
- (vii) promoting the development of credit products by financial institutions, private, public and other partners for MSMEs;
- (viii) developing tools for monitoring the flow of credit from financial institutions; private, public and other partners;
- (ix) preparing reports on financial inclusion of youth, women and vulnerable groups;

- (x) preparing reports on the findings on Financial Inclusion Fund and other Funds;
- (xi) analyzing research findings on mortgage uptake by MSMEs;
- (xii) maintaining a clustered database for related MSMEs and Large Enterprises to promote partnership and collaborations;
- (xiii) developing guidelines for benchmarking and leveraging on MSMEs products and services;
- (xiv) identifying investors for various MSMEs sub-sectors;
- (xv) developing reporting tools on implementation of MSMEs policies and programs in MDACs, private sector, development partners and non-governmental organizations;
- (xvi) promoting a savings culture and social security among MSMEs;
- (xvii) developing appropriate partner engagement strategies and frameworks for MSMEs

**ASSISTANT DIRECTOR, ENTERPRISE DEVELOPMENT, (FINANCING AND RESOURCE MOBILIZATION) - ONE (1) POST- V/NO. 268/2024**

<b>Basic Salary Scale:</b>	<b>Ksh 90,200 p.m. – Ksh 124,630 p.m.</b>	<b>(CSG 7)</b>
<b>House Allowance:</b>	<b>Ksh 18,066 - Ksh 45,000 p.m.</b>	
<b>Commuter Allowance:</b>	<b>Ksh 12,000p.m</b>	
<b>Leave Allowance:</b>	<b>As provided in the Civil Service</b>	
<b>Annual Leave:</b>	<b>30 working days per financial year</b>	
<b>Medical Cover:</b>	<b>As provided by the Government</b>	
<b>Terms of Service:</b>	<b>Permanent and Pensionable.</b>	

**For appointment to this grade, a candidate must have:-**

- (i) served for a minimum period of three (3) years in the grade of Principal Enterprise Development Officer, CSG 8 or in a comparable and relevant position in the wider public service;
- (ii) a Bachelors degree in any of the following disciplines: Economics, Finance, Banking and Finance, Actuarial Science, Commerce, Entrepreneurship, Entrepreneurship and Enterprise Management, Enterprise Management, Business Management, Project Planning, Marketing, Information Technology, Information Communication Technology, Computer Science, Statistics, Statistics and Programing, Communication and Public Relations, Media and Digital Communication, Public Communication, Education, Business Administration, Arts and Design or equivalent qualification from a university recognized in Kenya;
- (iii) membership to a relevant professional body and in good standing (where applicable); and
- (iv) demonstrated technical competence as reflected in work performance and results

**Duties and Responsibilities**

An officer at this level will report to the Deputy Director, duties and responsibilities at this level will include:-

- (i) reviewing information from the Financial Agencies on MSMEs beneficiaries for promotion, development and enhancement of competitiveness of MSMEs;



- (ii) monitoring and evaluating support mechanisms for progressive credit policies and practices targeting MSMEs;
- (iii) reviewing guidelines on Investment, Insurance and Risk management for MSMEs;
- (iv) developing resource mobilization strategies for MSMEs;
- (v) monitoring the implementation of guidelines on Investment, Insurance and Risk management for MSMEs and identifying investors for various MSMEs sub-sectors;
- (vi) preparing report on credit scoring and digital lending from financial institutions and agencies;
- (vii) promoting the development of credit products by financial institutions, private, public and other partners for MSMEs;
- (viii) developing tools for monitoring the flow of credit from financial institutions, private, public and other partners;
- (ix) preparing reports on financial inclusion of youth, women and vulnerable groups, the findings on Financial Inclusion Fund and other Funds and analyzing research findings on mortgage uptake by MSMEs;
- (x) maintaining a clustered database for related MSMEs and Large Enterprises to promote partnership and collaborations;
- (xi) developing guidelines for benchmarking and leveraging on MSMEs products and services;
- (xii) developing reporting tools on implementation of MSMEs policies and programs in MDACs, private sector, development partners and non-governmental organizations;
- (xiii) promoting a savings culture and social security among MSMEs;

**ASSISTANT DIRECTOR, ENTERPRISE DEVELOPMENT, (MARKET DEVELOPMENT) - ONE (1) POST- V/NO. 269/2024**

<b>Basic Salary Scale:</b>	<b>Ksh 90,200 p.m. – Ksh 124,630 p.m.</b>	<b>(CSG 7)</b>
<b>House Allowance:</b>	<b>Ksh 18,066 - Ksh 45,000 p.m.</b>	
<b>Commuter Allowance:</b>	<b>Ksh 12,000p.m</b>	
<b>Leave Allowance:</b>	<b>As provided in the Civil Service</b>	
<b>Annual Leave:</b>	<b>30 working days per financial year</b>	
<b>Medical Cover:</b>	<b>As provided by the Government</b>	
<b>Terms of Service:</b>	<b>Permanent and Pensionable.</b>	

**For appointment to this grade, a candidate must have:-**

- (i) served for a minimum period of three (3) years in the grade of Principal Enterprise Development Officer, CSG 8 or in a comparable and relevant position in the wider public service;
- (ii) a Bachelors degree in any of the following disciplines: Economics, Finance, Banking and Finance, Actuarial Science, Commerce, Entrepreneurship, Entrepreneurship and Enterprise Management, Enterprise Management, Business Management, Project Planning, Marketing, Information Technology, Information Communication Technology, Computer Science, Statistics, Statistics and Programing, Communication and Public Relations, Media and Digital Communication, Public Communication,

- Education, Business Administration, Arts and Design or equivalent qualification from a university recognized in Kenya;
- (iii) membership to a relevant professional body and in good standing (where applicable); and
  - (iv) demonstrated technical competence as reflected in work performance and results

### **Duties and Responsibilities**

An officer at this level will report to the Deputy Director, Innovation, Product and Markets Development. Duties and responsibilities at this level will include:-

- (i) coordinating the identification of MSMEs infrastructure for integration and linkages for MSMEs products and services;
- (ii) establishing linkages between stakeholders on MSMEs infrastructure integration;
- (iii) monitoring and evaluating the development of integrated MSMEs infrastructure;
- (iv) validating the specifications for design and development of MSMEs integrated information system;
- (v) reviewing guidelines for MSMEs participation in trade fair and exhibitions;
- (vi) coordinating and organizing trade fairs and exhibitions for MSMEs products and services and showcasing their innovations in liaison with stakeholders;
- (vii) monitoring and evaluating market development strategies and linkages of MSMEs products and services to domestic and export markets;
- (viii) reviewing guidelines on MSMEs products and services linkages to domestic and export markets;
- (ix) establishing linkages between stakeholders on: business innovation and incubation for MSMEs, e-commerce mechanisms for MSMEs and establishment of production clusters;
- (x) coordinating development of programs for technology transfer to MSMEs;
- (xi) reviewing reports and tools on market development strategies for MSME products and services;
- (xii) reviewing guidelines on establishment of production clusters;
- (xiii) providing linkages for MSMEs on product development, design and packaging;
- (xiv) facilitating Market access for cottage industry products, start-ups and linkages between franchisees and franchisers;
- (xv) reviewing developed framework for promotion of cottage industry;
- (xvi) reviewing guidelines and establishing linkages with stakeholders on enforcement of preference in Government to products and services of the MSMEs;
- (xvii) reviewing MSMEs data collection and analysis tools; and
- (xviii) coordinating the registration of MSMEs and development of one-stop digital marketing platform and reviewing the database on MSMEs products and services

## **ASSISTANT DIRECTOR, ENTERPRISE DEVELOPMENT (INNOVATION AND PRODUCT DEVELOPMENT) - ONE (1) POST- V/NO. 270/2024**

<b>Basic Salary Scale:</b>	<b>Ksh 90,200 p.m. – Ksh 124,630 p.m.</b>	<b>(CSG 7)</b>
<b>House Allowance:</b>	<b>Ksh 18,066 - Ksh 45,000 p.m.</b>	
<b>Commuter Allowance:</b>	<b>Ksh 12,000p.m</b>	
<b>Leave Allowance:</b>	<b>As provided in the Civil Service</b>	
<b>Annual Leave:</b>	<b>30 working days per financial year</b>	
<b>Medical Cover:</b>	<b>As provided by the Government</b>	
<b>Terms of Service:</b>	<b>Permanent and Pensionable</b>	

### **For appointment to this grade, a candidate must have:-**

- (i) served for a minimum period of three (3) years in the grade of Principal Enterprise Development Officer, CSG 8 or in a comparable and relevant position in the wider public service;
- (ii) a Bachelors degree in any of the following disciplines: Economics, Finance, Banking and Finance, Actuarial Science, Commerce, Entrepreneurship, Entrepreneurship and Enterprise Management, Enterprise Management, Business Management, Project Planning, Marketing, Information Technology, Information Communication Technology, Computer Science, Statistics, Statistics and Programing, Communication and Public Relations, Media and Digital Communication, Public Communication, Education, Business Administration, Arts and Design or equivalent qualification from a university recognized in Kenya;
- (iii) membership to a relevant professional body and in good standing (where applicable); and
- (iv) demonstrated technical competence as reflected in work performance and results

### **Duties and Responsibilities**

An officer at this level will report to the Deputy Director, Innovation, Product and Markets Development. Duties and responsibilities will include:-

- (i) coordinating the identification of MSMEs infrastructure for integration and linkages for MSMEs products and services;
- (ii) establishing linkages between stakeholders on MSMEs infrastructure integration;
- (iii) monitoring and evaluating the development of integrated MSMEs infrastructure;
- (iv) validating the specifications for design and development of MSMEs integrated information system;
- (v) coordinating the designing and development of an MSMEs integrated information system;
- (vi) reviewing guidelines for MSMEs participation in trade fair and exhibitions;
- (vii) coordinating and organizing trade fairs and exhibitions for MSMEs products and services and showcasing their innovations in liaison with stakeholders;
- (viii) monitoring and evaluating market development strategies and linkages of MSMEs products and services to domestic and export markets;
- (ix) reviewing guidelines on MSMEs products and services linkages to domestic and export markets;

- (x) establishing linkages between stakeholders on: business innovation and incubation for MSMEs, e-commerce mechanisms for MSMEs and establishment of production clusters;
- (xi) coordinating development of programs for technology transfer to MSMEs;
- (xii) reviewing reports and tools on market development strategies for MSME products and services;
- (xiii) providing linkages for MSMEs on product development, design and packaging;
- (xiv) facilitating Market access for cottage industry products, start-ups and linkages between franchisees and franchisers;
- (xv) reviewing developed framework for promotion of cottage industry;
- (xvi) coordinating provision of linkages to MSMEs with relevant stakeholders;
- (xvii) reviewing guidelines and establishing linkages with stakeholders on enforcement of preference in Government to products and services of the MSMEs;
- (xviii) reviewing MSMEs data collection and analysis tools;
- (xix) coordinating the registration of MSMEs and development of one-stop digital marketing platform; and
- (xx) reviewing the database on MSMEs products and services in the one-stop digital marketing platform; and

**ASSISTANT DIRECTOR, ENTERPRISE DEVELOPMENT, (RESEARCH) - ONE (1) POST V/NO. 271/2024**

<b>Basic Salary Scale:</b>	<b>Ksh 90,200 p.m. – Ksh 124,630 p.m.</b>	<b>(CSG 7)</b>
<b>House Allowance:</b>	<b>Ksh 18,066 - Ksh 45,000 p.m.</b>	
<b>Commuter Allowance:</b>	<b>Ksh 12,000p.m</b>	
<b>Leave Allowance:</b>	<b>As provided in the Civil Service</b>	
<b>Annual Leave:</b>	<b>30 working days per financial year</b>	
<b>Medical Cover:</b>	<b>As provided by the Government</b>	
<b>Terms of Service:</b>	<b>Permanent and Pensionable.</b>	

**For appointment to this grade, a candidate must have:-**

- (i) served for a minimum period of three (3) years in the grade of Principal Enterprise Development Officer CSG 8 or in a comparable and relevant position in the wider public service;
- (ii) a Bachelors degree in any of the following disciplines: Economics, Finance, Banking and Finance, Actuarial Science, Commerce, Entrepreneurship, Entrepreneurship and Enterprise Management, Enterprise Management, Business Management, Project Planning, Marketing, Information Technology, Information Communication Technology, Computer Science, Statistics, Statistics and Programing, Communication and Public Relations, Media and Digital Communication, Public Communication, Education, Business Administration, Arts and Design or equivalent qualification from a university recognized in Kenya;
- (iii) membership to a relevant professional body and in good standing (where applicable); and
- (iv) demonstrated technical competence as reflected in work performance and results

## Duties and Responsibilities

An officer at this level will report to the Deputy Director, Innovation, Product and Markets Development. Duties and responsibilities will include:-

- (i) developing MSMEs policies;
- (ii) coordinating stakeholder engagements in development of MSMEs policy;
- (iii) developing guidelines on identification of beneficiaries, disbursement of funds, recovery and risk mitigation;
- (iv) analyzing and presenting data for development of interventions on MSMEs;
- (v) analyzing and interpreting research data for development of MSMEs Financing Policy;
- (vi) developing MSMEs Business Process Re-Engineering approaches;
- (vii) developing policies and guidelines for prioritization of MSMEs products and services in government procurement;
- (viii) developing policies and guidelines on access to modern management practices for MSMEs and MSMEs research and knowledge management;
- (ix) developing mentorship and coaching policies on entrepreneurship;
- (x) undertaking research on socio-economic impact of MSMEs;
- (xi) developing draft framework for establishment of production clusters and subcontracting arrangements between MSMEs and Large Enterprises;
- (xii) developing draft guidelines for promotion and development of cottage industry;
- (xiii) reviewing developed reports on MSMEs business franchising policies and guidelines;
- (xiv) conducting social-economic impact assessment of the Financial Inclusion Fund and other Funds; and
- (xv) reviewing generated periodic reports on MSMEs

### **ASSISTANT DIRECTOR, ENTERPRISE DEVELOPMENT (POLICY) - ONE (1) - POST V/NO. 272/2024**

<b>Basic Salary Scale:</b>	<b>Ksh 90,200 p.m. – Ksh 124,630 p.m.</b>	<b>(CSG 7)</b>
<b>House Allowance:</b>	<b>Ksh 18,066 - Ksh 45,000 p.m.</b>	
<b>Commuter Allowance:</b>	<b>Ksh 12,000p.m</b>	
<b>Leave Allowance:</b>	<b>As provided in the Civil Service</b>	
<b>Annual Leave:</b>	<b>30 working days per financial year</b>	
<b>Medical Cover:</b>	<b>As provided by the Government</b>	
<b>Terms of Service:</b>	<b>Permanent and Pensionable.</b>	

**For appointment to this grade, a candidate must have:-**

- (i) served for a minimum period of three (3) years in the grade of Principal Enterprise Development Officer CSG 8 or in a comparable and relevant position in the wider public service;
- (ii) a Bachelors Degree in any of the following disciplines: Economics, Finance, Banking and Finance, Actuarial Science, Commerce, Entrepreneurship, Entrepreneurship and Enterprise Management, Enterprise Management, Business Management, Project Planning, Marketing, Information Technology, Information Communication Technology, Computer Science, Statistics, Statistics and Programing, Communication

and Public Relations, Media and Digital Communication, Public Communication, Education, Business Administration, Arts and Design or equivalent qualification from a university recognized in Kenya;

- (iii) membership to a relevant professional body and in good standing (where applicable); and
- (iv) demonstrated technical competence as reflected in work performance and results

### **Duties and Responsibilities**

An officer at this level will report to the Deputy Director, Innovation, Product and Markets Development. Duties and responsibilities will include:-

- (i) developing MSMEs policies;
- (ii) coordinating stakeholder engagements in development of MSMEs policy;
- (iii) developing guidelines on identification of beneficiaries, disbursement of funds, recovery and risk mitigation;
- (iv) analyzing and presenting data for development of interventions on MSMEs;
- (v) analyzing and interpreting research data for development of MSMEs Financing Policy;
- (vi) developing MSMEs Business Process Re-Engineering approaches;
- (vii) developing policies and guidelines for prioritization of MSMEs products and services in government procurement;
- (viii) developing policies and guidelines on access to modern management practices for MSMEs and MSMEs research and knowledge management;
- (ix) developing mentorship and coaching policies on entrepreneurship;
- (x) undertaking research on socio-economic impact of MSMEs;
- (xi) developing draft framework for establishment of production clusters and subcontracting arrangements between MSMEs and Large Enterprises;
- (xii) developing draft guidelines for promotion and development of cottage industry;
- (xiii) reviewing developed reports on MSMEs business franchising policies and guidelines;
- (xiv) conducting social-economic impact assessment of the Financial Inclusion Fund and other Funds; and
- (xv) reviewing generated periodic reports on MSMEs

**ASSISTANT DIRECTOR, ENTERPRISE DEVELOPMENT, (DIGITAL DELIVERY AND COMMUNICATION) - ONE (1) POST- V/NO. 273/2024**

Basic Salary Scale:	Ksh 90,200 p.m. – Ksh 124,630 p.m.	(CSG 7)
House Allowance:	Ksh 18,066 - Ksh 45,000 p.m.	
Commuter Allowance:	Ksh 12,000 p.m.	
Leave Allowance:	As provided in the Civil Service	
Annual Leave:	30 working days per financial year	
Medical Cover:	As provided by the Government	
Terms of Service:	Permanent and Pensionable.	

**For appointment to this grade, a candidate must have:-**

- (i) served for a minimum period of three (3) years in the grade of Principal Enterprise Development Officer CSG 8 or in a comparable and relevant position in the wider public service;
- (ii) a Bachelor's degree in any of the following disciplines: Economics, Finance, Banking and Finance, Actuarial Science, Commerce, Entrepreneurship, Entrepreneurship and Enterprise Management, Enterprise Management, Business Management, Project Planning, Marketing, Information Technology, Information Communication Technology, Computer Science, Statistics, Statistics and Programming, Communication and Public Relations, Media and Digital Communication, Public Communication, Education, Business Administration, Arts and Design or equivalent qualification from a university recognized in Kenya;
- (iii) membership to a relevant professional body and in good standing (where applicable); and
- (iv) demonstrated technical competence as reflected in work performance and results

**Duties and Responsibilities**

An officer at this level will report to the Deputy Director, Digital Delivery and Communication. Duties and responsibilities will include:-

- (i) developing tools for promoting e-commerce strategies;
- (ii) building Capacity on e-commerce strategies and technology upgrades and modernization for MSMEs;
- (iii) designing an MSMEs integrated information system;
- (iv) developing guidelines on clustering MSMEs for formalization and development of a sector-based database;
- (v) reviewing Packaged information on MSMEs activities, products and services;
- (vi) reviewing MSMEs business information database;
- (vii) maintaining and ensuring security of information;
- (viii) developing MSMEs digital content;
- (ix) approving information to be uploaded on social media platforms; and
- (x) repackaging information and reviewing sensitization materials on MSMEs policies, programs and projects

## VACNCIES IN THE MINISTRY OF PUBLIC SERVICE, PERFORMANCE AND DELIVERY MANAGEMENT

### STATE DEPARTMENT FOR PUBLIC SERVICE

#### DIRECTOR, COUNSELLING AND WELLNESS SERVICES -TWO (2) POSTS -V/NO. 274/2024

Basic Salary Scale:	Ksh 143,640 - Ksh 262,420 p.m.	(CSG 5)
House Allowance:	Ksh 49,206 - Ksh 60,000 p.m.	
Commuter Allowance:	Ksh 20,000 p.m.	
Leave Allowance:	As provided in the Civil Service	
Annual Leave:	30 working days per financial year	
Medical Cover:	As provided by the Government	
Terms of Service:	Permanent and pensionable	

#### For appointment to this grade, a candidate must have:-

- (i) served for a minimum period of ten (10) years, three (3) of which should have been at the grade of Assistant Director, Counselling and Wellness Services CSG 7 and above or in a comparable and relevant position in the wider public service;
- (ii) a Bachelors Degree in any of the following fields: Counselling , Counselling Psychology, Psychology (Counselling), or an equivalent qualification from a university recognized in Kenya;

#### OR

- a Bachelors Degree in any of the following fields: Clinical Psychology, Occupational Psychology, Social Psychology, Sociology, Education, Social Work and a Diploma in Counselling or equivalent qualification from a university recognized in Kenya;
- (iii) a Masters Degree in any of the following fields: Counselling Psychology, Psychology (Counselling), Education Psychology (Psychology (Guidance and Counselling) or equivalent qualification from a university recognized in Kenya;
  - (iv) a Certificate in Facilitation Course in Psychological Counselling lasting not less than two (2) weeks from a recognized institution;
  - (v) a Certificate in Counsellor Supervision from a recognized institution;
  - (vi) a Membership to a relevant professional body;
  - (vii) a Registration certificate issued by the Counsellors and Psychologist Board;
  - (viii) a Valid practicing license from the counsellors and Psychologists Boards;
  - (ix) a Certificate in Psychological Debriefing lasting not less than two (2) weeks from a recognized institution; and
  - (x) demonstrated professional competence, managerial capability and a thorough understanding of Psychological counselling and Wellness and ability to relate it to national development goals



## Duties and Responsibilities

Duties and responsibilities at this level will include:-

- (i) coordinating developing, implementing and reviewing of policies, strategies, guidelines and standards on workplace counselling and wellness, HIV and AIDS, and substance use;
- (ii) managing the Public Service Psychological Assessment Centre;
- (iii) coordinating research on psychological counselling and wellness issues to inform mental health policies and programmes;
- (iv) providing guidance on psychological counselling and treatment plans;
- (v) managing client referrals to specialist or other institutions for non-counselling services;
- (vi) coordinating provision of psychological and wellness consultancy programmes;
- (vii) coordinating provision of Psychological First Aid and trauma counselling during disasters/crises;
- (viii) coordinating design, development, implementation and review psychological testing and counselling tools and procedures;
- (ix) establishing and maintaining of an inventory on counselling and wellness issues;
- (x) coordinating implementation of psychological counselling and wellness programmes and activities in the public service;
- (xi) coordinating psychological counselling consultancy services;
- (xii) coordinating preparation, dissemination and implementation of psychological counselling and wellness reports;
- (xiii) developing, implementing and reviewing the public service counselling procedure manual;
- (xiv) coordinating mainstreaming of counselling and wellness service in the public service; and
- (xv) coordinating counsellor's supervision, Publics Service Mental Health Champions and other mental health professionals in the public service

**DEPUTY DIRECTOR, COUNSELLING AND WELLNESS SERVICES ONE (1) POST –V/NO. 275/2024**

**Basic Salary Scale:** Ksh 102,860 - Ksh 172,350 p.m. (CSG 6)  
**House Allowance:** Ksh 21,508 - KSH 50,000 p.m.  
**Commuter Allowance:** Ksh 16,000 p.m.  
**Leave Allowance:** As provided in the Civil Service  
**Annual Leave:** 30 working days per financial year  
**Medical Cover:** As provided by the Government  
**Terms of Service:** Permanent and pensionable.

**For appointment to this grade, a candidate must have:-**

- (i) served for a minimum period of ten (10) years, three (3) of which must have been in the grade of Principal Psychological Counsellor, CSG 8 and above or in a comparable and relevant position in the wider public service;

- (ii) a Bachelors Degree in any of the following fields: Counselling, Counselling Psychology (Counselling), or an equivalent qualification from a University recognized in Kenya;

**OR**

- a Bachelors Degree in any of the following fields: Counselling Psychology, Occupational Psychology, Social Psychology, Education, Social Work and Diploma in Counselling or equivalent qualification from a recognized institution;
- (iii) a Certificate in Facilitation Course in Psychological Counselling lasting not less than two (2) weeks from a recognized institution;
- (iv) a Certificate in Counsellor Supervision Course lasting not less than two (2) weeks from a recognized institution;
- (v) a Certificate in Psychological Debriefing Course lasting not less than two (2) weeks from a recognized institution;
- (vi) membership to a relevant professional body;
- (vii) a Registration Certificate issued by the Counsellors and Psychologists Board;
- (viii) a valid practicing license from the Counsellors and Psychologists Board;
- (ix) demonstrated merit and ability in management of psychological counselling services and proven professional competence in developing psychological counselling strategic and operational plans

### **Duties and Responsibilities**

Duties and responsibilities at this level will include:-

- (i) developing, implementing, reviewing and interpreting psychological counselling policies, standards, guidelines and programmes;
- (ii) coordinating implementation of psychological counselling and wellness programmes;
- (iii) overseeing the management and coordinating of psychological counselling services;
- (iv) providing advice on psychological counselling services and care;
- (v) monitoring and evaluating psychological counselling services;
- (vi) overseeing individual, group, families and trauma counselling services;
- (vii) undertaking counselor supervision to psychological counselors for psychological restoration, support and review of professional and personal development and evaluating and providing guidance on psychological counselling therapeutic and treatment plans;
- (viii) managing client referrals to specialists or other institutions for non-counselling services;
- (ix) liaising with other professionals and other stakeholders on psychological counselling issues and information sharing;
- (x) designing, developing implementing and reviewing of psychological counselling tools, procedures and standards;
- (xi) mainstreaming of psychological counselling services;
- (xii) implementing of psychological counselling reports and research findings and recommendations;
- (xiii) developing and implementing innovations strategies in psychological counselling; and

(xiv) coordinating implementation of psychological counselling and wellness programmes and activities in the public service;

**ASSISTANT DIRECTOR, COUNSELLING AND WELLNESS SERVICES –FOURTEEN (14) POSTS –V/NO. 276/2024**

<b>Basic Salary Scale:</b>	<b>Ksh.90, 200- Ksh. 124, 630 p.m.</b>	<b>(CSG 7)</b>
<b>House Allowance:</b>	<b>Ksh 18,066- Ksh. 45,000 p.m.</b>	
<b>Commuter Allowance:</b>	<b>Ksh 12,000 p.m.</b>	
<b>Annual Leave Allowance:</b>	<b>As provided in the Civil Service</b>	
<b>Annual Leave:</b>	<b>30 working days per financial year</b>	
<b>Medical Cover:</b>	<b>As provided by the Government</b>	
<b>Terms of Service:</b>	<b>Permanent and pensionable</b>	

**For appointment to this grade, a candidate must have;**

- (i) served for a minimum period of eight (8) years, three (3) of which must have been in the grade of Senior Psychological Counsellor, CSG 9 and above or in a comparable and relevant position in the wider public service;
- (ii) a Bachelors Degree in any of the following disciplines;- Counseling, Counseling Psychology, Psychology (Counseling) from a university recognized in Kenya;

**OR**

- a Bachelors Degree in any of the following fields; Clinical Psychology, Occupational Psychology, Social Psychology, Sociology, Education, Social Work **and** a Diploma in Counseling or an equivalent qualification from university/institution recognized in Kenya;
- (iii) a Certificate in Facilitation Course in Psychological Counseling lasting not less than two (2) weeks from a recognized institution;
  - (iv) a Certificate in Counselor Supervision Course lasting not less than two (2) weeks from a recognized institution;
  - (v) membership to a relevant professional body;
  - (vi) registration Certificate issued by the Counselors and Psychologists Board;
  - (vii) valid practicing license from the Counselors and Psychologists Board; and
  - (viii) demonstrated professional competence and administrative capability as reflected in work performance and results

**Duties and Responsibilities**

Duties and responsibilities this level will include:-

- (i) undertaking client assessment;
- (ii) developing and administrating counseling contract;
- (iii) establishing collaborative working relationships with the client and other stakeholders for effective psychological counseling services;
- (iv) providing individual, group, families and trauma counseling services;
- (v) developing psychological explanation of the client issues;
- (vi) providing counselor supervision to psychological counselors for psychological restoration, support and review of professional and personal development;

- (vii) developing appropriate psychological counseling therapeutic and treatment plan;
- (viii) analyzing and reviewing client's issues and naming appropriate recommendations;
- (ix) referring clients to specialists or other institutions for non-counseling services;
- (x) liaising with other professionals and other stakeholders on psychological counseling issues and information sharing;
- (xi) coordinating psychological counseling programmes and activities;
- (xii) providing psychological counseling and consultancy services;
- (xiii) conducting psychological counseling research;
- (xiv) developing psychological counseling tools, procedures and standards operating procedures;
- (xv) maintaining psychological counseling data and records; and
- (xvi) preparing psychological counseling reports

**ASSISTANT DIRECTOR, MANAGEMENT CONSULTANCY SERVICES - FIFTEEN (15) POSTS -V/NO. 277/2024**

<b>Basic Salary Scale:</b>	<b>Ksh.90, 200 - Ksh 124,630 p.m.</b>	<b>(CSG 7)</b>
<b>House Allowance:</b>	<b>Ksh 18,066 - KSH 45,000 p.m.</b>	
<b>Commuter Allowance:</b>	<b>Ksh 12,000 p.m.</b>	
<b>Leave Allowance:</b>	<b>As provided in the Civil Service</b>	
<b>Annual Leave:</b>	<b>30 working days per financial year</b>	
<b>Medical Cover:</b>	<b>As provided by the Government</b>	
<b>Terms of Service:</b>	<b>Permanent and pensionable</b>	

**For appointment to this grade, a candidate must have:-**

- (i) served for a minimum period of eight (8) years, three (3) of which must have been in the grade of Senior Management Analyst, CSG 9 and above or in a comparable and relevant position in the wider public service;
- (ii) a Bachelors Degree in any of the following fields: Human Resource Management, Human Resource Development, Human Resource Planning, Business Administration, Economics, Statistics, Organization Design and Development, Education, Sociology, Anthropology, Government/Political Science, Public Administration, Public Policy, Law or any other relevant Social Science from a university recognized in Kenya;
- (iii) Certificate in Management Consulting Skills lasting not less than four (4) weeks or equivalent qualification from a recognized institution;
- (iv) Membership to a relevant professional body; and
- (v) demonstrate professional competence and managerial capability as reflected in work performance and results

**Duties and Responsibilities**

Duties and responsibilities at this level will include:-

- (i) developing, implementing and reviewing policies, strategies, standards, guidelines, frameworks and procedures pertaining to management consultancy services;
- (ii) organizing teams in providing management consultancy services in Ministries Departments, Agencies and Counties (MDACs);

- (iii) providing technical support on merging and delinking of Ministries/Department and agencies;
- (iv) undertaking the restructuring/reorganization and rationalization of MDACs;
- (v) carrying out organizational studies/reviews and workload analysis in the Public Service;
- (vi) preparing Terms of References (TORs) and work plans for consultancy assignments;
- (vii) developing, reviewing and harmonizing grading structures and nomenclatures/designation titles in the Public Service;
- (viii) developing and reviewing models and techniques for undertaking organizational review, job analysis and workload analysis, in the public service;
- (ix) developing and reviewing career guidelines for MDACs;
- (x) updating and maintaining the management consultancy services database;
- (xi) validating reports developed by contracted management consultants and task force;
- (xii) developing and reviewing staffing norms and standards for MDACs; and
- (xiii) coaching, mentoring and managing staff performance working under their purview; and
- (xiv) preparing work plans, annual plans, performance targets and budgets

**ASSISTANT DIRECTOR, PUBLIC SERVICE REFORMS –SIX (6) POSTS –V/NO 278/2024**

<b>Basic Salary Scale:</b>	<b>Ksh.90, 200- Ksh. 124, 630p.m.</b>	<b>CSG 7</b>
<b>House Allowance:</b>	<b>Ksh 18,066- Ksh. 45,000 p.m.</b>	
<b>Commuter Allowance:</b>	<b>Ksh 12,000 p.m.</b>	
<b>Annual Leave Allowance:</b>	<b>As provided by the Government</b>	
<b>Annual Leave:</b>	<b>30 working days per financial year</b>	
<b>Medical Cover:</b>	<b>As provided by the Government</b>	
<b>Terms of Service:</b>	<b>Permanent and pensionable</b>	

**For appointment to this grade, a candidate must have:-**

- (i) served for a minimum period of eight (8) years, three (3) of which must have been at the grade of Senior Public Service Reforms Officer, CSG 9 and above or in a comparable and relevant position in the wider public service;
- (ii) a Bachelors degree in any of the following disciplines;- Economic Statistics, Communication, Human Resource Management/Development, Law, Education, Labour Relations, Public/ Business Administration, Sociology, Gender Studies, Anthropology, International Relations, Entrepreneurship or Development Studies from a university recognized in Kenya; and
- (iii) shown merit and ability as reflected in work performance and results.

**Duties and Responsibilities**

Duties and responsibilities at this level will include:-

- (i) developing Public Service Transformation strategies and Policy documents;
- (ii) preparing, reviewing and applying RBM tools and instruments;
- (iii) providing support to public service institutions to undertake rapid results initiative and business process re-engineering;

- (iv) providing guidance and advice on the development and management of institutional framework for RBM in in the public service;
- (v) disseminating information on public service transformation strategies, standards and policies, liaising with stakeholders on transformation fora and providing feedback;
- (vi) promoting Public Private Partnership on Transformation Strategy; preparing reports on transformation programmes implementation;
- (vii) monitoring and evaluating the implementation of transformation programmes and initiatives and recommending appropriate interventions;
- (viii) prioritizing and providing technical support for services to be re-engineered;
- (ix) undertaking training of public officers to create a critical mass to champion transformation initiatives; and
- (x) developing communication materials and training programmes on transformation and conducting programme assessment, service evaluation for risk management, standard setting, policy formulation and programmes development

#### **ASSISTANT DIRECTOR, RESEARCH –TEN (10) POSTS –V/NO. 279/2024**

<b>Basic Salary Scale:</b>	<b>Ksh.90, 200- Ksh. 124, 630p.m.</b>	<b>CSG 7</b>
<b>House Allowance:</b>	<b>Ksh 18,066- Ksh. 45,000 p.m.</b>	
<b>Commuter Allowance:</b>	<b>Ksh 12,000 p.m.</b>	
<b>Annual Leave Allowance:</b>	<b>As provided by the Government</b>	
<b>Annual Leave:</b>	<b>30 working days per financial year</b>	
<b>Medical Cover:</b>	<b>As provided by the Government</b>	
<b>Terms of Service:</b>	<b>Permanent and pensionable</b>	

#### **For appointment to this grade, a candidate must have;**

- (i) served for a minimum period of eight (8) years, three (3) of which must have been at the grade of Senior Research Officer, CSG 9 and above or in a comparable and relevant position in the wider public service;
- (ii) a Bachelors Degree in any of the following disciplines;- Education, Economics/Statistics, Human Resource Management/Development/Planning, Business Administration, Information Science, Sociology, Political Science/Government Anthropology or any other relevant qualification from a university recognized in Kenya;
- (iii) a Certificate in Research Methods or equivalent qualification from a recognized institution; for those without a research-based degree;
- (iv) membership to a relevant professional body;
- (v) demonstrated professional competence and managerial leadership capability as reflected in work performance and results

#### **Duties and Responsibilities**

Duties and responsibilities at this level will include:-

- (i) designing research projects and data collection instruments/tools;
- (ii) coordinating the data collection process;

- (iii) coordinating development and preparation of work plans and budgets; reviewing and validating proposals, concept/position papers for research and innovation projects;
- (iv) developing and designing research projects and data collection instruments/tools;
- (v) initiating the formulation of research topics and executing surveys; benchmarking on best practices on research and innovation;
- (vi) leading and coordinating research and innovation project teams; supervising data collation and analysis;
- (vii) drafting of the criteria for defining categories of innovation;
- (viii) coordinating sensitization of Ministries and Departments on the submissions of innovation projects;
- (ix) coordinating the submissions and documentation of innovations;
- (x) facilitating development of public service innovation adjudication criteria; facilitating public service adjudication;
- (xi) overseeing documentation of innovations;
- (xii) coordinating showcasing of innovations;
- (xiii) preparing research innovation reports;
- (xiv) coordinating dissemination of research reports; and coordinating of stakeholders engagement; and
- (xv) undertaking monitoring and evaluation of service delivery innovations in Ministries/Departments and Agencies to ensure viable innovations are shared and replicated

## VACANCIES IN THE OFFICE OF THE PRIME CABINET SECRETARY

### STATE DEPARTMENT FOR PARLIAMENTARY AFFAIRS

#### LEGISLATIVE AFFAIRS OFFICER- TWO (2) POSTS –V/NO. 280/2024

Basic Salary Scale:	Ksh.44, 400 - Ksh 61,110 p.m.	(CSG 9)
House Allowance:	Ksh 14,055p.m.-Ksh 28,000 p.m.	
Commuter Allowance:	Ksh 6,000 p.m.	
Leave Allowance:	As provided in the Civil Service	
Annual Leave:	30 working days per financial year	
Medical Cover:	As provided by the Government	
Terms of Service:	Permanent and pensionable	

#### For appointment to this grade, a candidate must have:-

- (i) a Bachelors Degree in Law from a university recognized in Kenya;
- (ii) have a post graduate Diploma in Law from the Kenya School of Law; and
- (iii) have been admitted as an Advocate of high court of Kenya

#### Duties and Responsibilities

Duties and responsibilities at this level will include:-

- (i) compiling and collating data from MDAs on legislative proposals;

- (ii) preparing information Education and Communication (IEC) materials on national Legislation formulation, implementation, monitoring and evaluation;
- (iii) sensitizing MDAs on guidelines, procedures and processes for formulation of National Legislation;
- (iv) conducting monitoring and evaluation on implementation of guidelines for formulation of National Legislation;
- (v) preparing report on implementation of guidelines form formulation of National Legislation;
- (vi) tracking the status of Development of Legislative Agenda and Legislation proposals by the MDAs;
- (vii) preparing of consolidated periodic Reports on the Legislative Agenda and Legislation proposals development status by The MDAs;
- (viii) implementing tools for monitoring and tracking Legislative development processes; and
- (ix) monitoring the status and quality of data in the Legislative Agenda Tracking Information system

#### **CO-ORDINATION AND STRATEGY OFFICER- EIGHT (8) POSTS - V/NO. 281/2024**

**Basic Salary Scale:** Ksh.39, 700 - Ksh 52,960 p.m. (CSG 10)

**House Allowance:** Ksh 8,133.m.-Ksh 16,500 p.m

**Commuter Allowance:** Ksh 5,000 p.m.

**Leave Allowance:** As provided in the Civil Service

**Annual Leave:** 30 working days per financial year

**Medical Cover:** As provided by the Government

**Terms of Service:** Permanent and pensionable

**For appointment to this grade, a candidate must have:-**a Bachelors degree in any of the following disciplines: Economics, Economics and Statistics, Economics and Mathematics, Statistics, Actuarial Science, Social Science, International Relations, Business Administration or any other equivalent qualification from a university recognized in Kenya.

#### **Duties and Responsibilities**

Duties and responsibilities at this level will include:-

- (i) collecting, collating and coding data on Key emerging social economic issues;
- (ii) compiling data for policy analysis from policy tracking information system to identify legislative gaps and decision making;
- (iii) preparing concept notes;
- (iv) preparing training materials for sensitization of MDAs on the National policy Guidelines, citizen/stakeholders engagement framework and on best practices on policy formulation and implementation;
- (v) developing IEC on policy formulation, implementation, monitoring and evaluation; and
- (vi) assisting in preparation of monitoring and evaluation reports on implementation of the national government policies



## PARLIAMENTARY AFFAIRS OFFICER - THREE (3) POSTS –V/NO. 282/2024

Basic Salary Scale:	Ksh.39, 700 - Ksh 52,960 p.m.	(CSG 10)
House Allowance:	Ksh 8,133.m.-Ksh 16,500 p.m	
Commuter Allowance:	Ksh 5,000 p.m.	
Leave Allowance:	As provided in the Civil Service	
Annual Leave:	30 working days per financial year	
Medical Cover:	As provided by the Government	
Terms of Service:	Permanent and pensionable	

For appointment to this grade, a candidate must have a Bachelor's degree in any of the following disciplines: Law, Political Science, Sociology, International Relations, Public Administration, Business Management, Economics or any other equivalent qualification from a university recognized in Kenya.

### Duties and Responsibilities

Duties and responsibilities at this level will include:-

- (i) preparing reports on the implementation of the parliamentary Liaison framework;
- (ii) preparing concepts notes for Fora with parliamentary leadership and parliamentary liaison officers;
- (iii) compiling data on the status of implementation of parliamentary resolution and National executives undertaking to Parliament;
- (iv) implementing tools for monitoring and tracking the implementation of the Parliamentary Resolution and National Executives undertaking;
- (v) collecting and compiling data on parliamentary Liaison officers in the executive; and
- (vi) compiling data for training needs assessment on Legislative and Parliamentary affairs

## VACANCIES IN THE MINISTRY OF ROADS AND TRANSPORT

### STATE DEPARTMENT FOR TRANSPORT

#### ASSISTANT DIRECTOR, AIR TRANSPORT- TWO (2) POSTS –V/NO. 283/2024

Basic Salary Scale:	Ksh.90, 200-Ksh 124,630 p.m.	CSG 7
House Allowance:	Ksh 18,066-KSH 45,000 p.m.	
Commuter Allowance:	Ksh 12,000 p.m.	
Leave Allowance:	As provided in the Civil Service	
Annual Leave:	30 working days per financial year	
Medical Cover:	As provided by the Government	
Terms of Service:	Permanent and pensionable/Local Agreement	

For appointment to this grade, a candidate must have:-

- (i) cumulative service period of five (5) years, and currently serving at the grade of Senior Air Transport Officer, CSG 9 and above or in a comparable and relevant position in the wider public service or private sector;
- (ii) a Bachelors Degree in any of the following fields; Sociology, Government Anthropology, Geography, Meteorology, Commerce, Economics, Statistics,

Transportation and Logistics, Business Administration or Engineering from a University recognized in Kenya;

- (iii) a Certificate in any of the following field: Introduction to Airport Operations, Introduction to Airline Operations, Aviation Management, Aviation Security, Air and Space Law, Airline Ground Operation, Air Transport Statistics or Negotiations Skills from a recognized institution; and
- (iv) demonstrated technical and professional competence as reflected in work performance and results

### **Duties and Responsibilities**

Duties and responsibilities at this level will include:-

- (i) approving airline schedules;
- (ii) preparing reports on Air Transport matters;
- (iii) approving country status reports for facilitation of Air Transport;
- (iv) liaising with international organizations on Civil Aviation matters;
- (v) preparing and implementing provisions of Air Services Agreements;
- (vi) preparing drafts for the domestication and ratification of International Legal instruments;
- (vii) monitoring the economic performance of the Air Transport Industry;
- (viii) monitoring the operations of scheduled airlines;
- (ix) identifying international legal instruments for ratification;
- (x) sensitizing stakeholders on Air Transport matters;
- (xi) coordinating the implementation of regional and International Air Transport recommendations; and
- (xii) carrying out research in air transport sector

### **ASSISTANT DIRECTOR, SHIPPING AND MARITIME- TWO (2) POSTS –V/NO. 284/2024**

<b>Basic Salary Scale:</b>	<b>Ksh.90, 200-Ksh 124,630 p.m.</b>	<b>(CSG 7)</b>
<b>House Allowance:</b>	<b>Ksh 18,066-KSH 45,000 p.m.</b>	
<b>Commuter Allowance:</b>	<b>Ksh 12,000 p.m.</b>	
<b>Leave Allowance:</b>	<b>As provided in the Civil Service</b>	
<b>Annual Leave:</b>	<b>30 working days per financial year</b>	
<b>Medical Cover:</b>	<b>As provided by the Government</b>	
<b>Terms of Service:</b>	<b>Permanent and pensionable/Local Agreement.</b>	

**For appointment to this grade, a candidate must have:-**

- (i) cumulative service period of five (5) years, and currently serving at the grade of Senior Shipping and Maritime Transport Officer, CSG 9 and above or in a comparable and relevant position in the wider public service or private sector;
- (ii) a Bachelors Degree in any of the following field: Social Sciences, Marine Engineering or Economics from a recognized University in Kenya;
- (iii) a Certificate in any of the following fields: Law of the Sea, Port Management, Marine Security, Inland Water Transport, Sea Use Management, Port State Control

- and Formulation of National Maritime Policy or Shipping Terms from a recognized institution; and
- (iv) demonstrated merit and shown ability as reflected in work performance

### **Duties and Responsibilities**

Duties and responsibilities at this level will include:-

- (i) coordinating and reviewing the development of maritime policies;
- (ii) domesticating international conventions on shipping and maritime affairs ratified by Kenya into polices, legislations and regulations; sensitizing stakeholders on safety, security and prevention of pollution of marine environment by ships;
- (iii) verifying and validating data on shipping and maritime;
- (iv) implementing Standards for Training, Certification and Watch Keeping;
- (v) sensitizing stakeholders on marine pollution prevention;
- (vi) maintaining and updating inventory for maritime conventions;
- (vii) attending to matters related to regional and international bodies on maritime issues including compensation of marine oil spill victims;
- (viii) facilitating seaborne trade activities in liaison with stakeholders;
- (ix) undertaking research on shipping transport costs in the region;
- (x) coordinating activities of state agencies on matters related to maritime safety, security and commercial shipping development;
- (xi) monitoring shipping costs in the industry; and
- (xii) compiling and submitting data on imported oil to the International Oil Pollution Compensation Funds

## **VACANCIES IN THE MINISTRY OF YOUTH AFFAIRS, CREATIVE ECONOMY AND SPORTS**

### **STATE DEPARTMENT FOR YOUTH AFFAIRS AND CREATIVE ECONOMY**

#### **DIRECTOR, YOUTH DEVELOPMENT ONE (1) POST-V/NO. 285/2024**

<b>Basic Salary Scale:</b>	<b>Ksh 143, 640 - Ksh 262,420 p.m. (CSG 5)</b>
<b>House Allowance:</b>	<b>Ksh 49,206– Ksh 60,000 p.m.</b>
<b>Commuter Allowance:</b>	<b>Ksh 20,000 p.m.</b>
<b>Leave Allowance:</b>	<b>As provided in the Civil Service</b>
<b>Annual Leave:</b>	<b>30 working days per financial year</b>
<b>Medical Cover:</b>	<b>As provided by the Government</b>
<b>Terms of Service:</b>	<b>Permanent and pensionable</b>

**For appointment to this grade, a candidate must have:-**

- (i) served for a minimum period of three (3) years at the grade of Deputy Director, Youth Development CSG 6 or in a comparable and relevant position in the wider public service;
- (ii) a Bachelors Degree in Social Sciences from a university recognized in Kenya;
- (iii) a Masters Degree in Social Sciences from a University recognized in Kenya; and

- (iv) demonstrated managerial, administrative and professional competence on matters relating to management and development of youth in the country

### **Duties and Responsibilities**

The Director, Youth Development will be responsible to the Principal Secretary for coordinating and administering the Youth Development function in the Ministry. Duties and responsibilities at this level will include:-

- (i) overseeing the initiation, formulation and implementation of national youth development policies and programmes;
- (ii) providing necessary technical advice to stakeholders on matters pertaining to youth development;
- (iii) identifying and evaluating local, regional and global opportunities for youth information and empowerment;
- (iv) liaising with stakeholders to mobilize resources for youth programmes and projects;
- (v) ensuring the establishment and operationalization of youth empowerment centers;
- (vi) disseminating information on youth development issues;
- (vii) coordinating staff performance, management, training and development;
- (viii) coordinating preparation of strategic plans, service charters, performance contracts and performance appraisal system;
- (ix) monitoring financial and assets administration and management;
- (x) overseeing staff selection, recruitment, placement and discipline;
- (xi) ensuring compliance with principles and values of good governance, human rights, transparency, accountability, ethics and integrity in the department;

## **VACANCIES IN THE MINISTRY OF WATER, SANITATION & IRRIGATION**

### **STATE DEPARTMENT FOR IRRIGATION**

**DIRECTOR, IRRIGATION SECTOR DEVELOPMENT CO-ORDINATION -ONE (1) POST-V/NO. 286/2024**

<b>Basic Salary Scale:</b>	<b>Ksh 143, 640 - Ksh 262,420 p.m. (CSG 5)</b>
<b>House Allowance:</b>	<b>Ksh 49,206– Ksh 60,000 p.m.</b>
<b>Commuter Allowance:</b>	<b>Ksh 20,000 p.m.</b>
<b>Leave Allowance:</b>	<b>As provided in the Civil Service</b>
<b>Annual Leave:</b>	<b>30 working days per financial year</b>
<b>Medical Cover:</b>	<b>As provided by the Government</b>
<b>Terms of Service:</b>	<b>Permanent and pensionable</b>

**For appointment to this grade, a candidate must have:-**

- (i) served for a minimum period of three (3) years at the grade of Deputy Director Irrigation Development Coordination, Chief Economist, CSG 6 or in a comparable and relevant position in the wider public service;
- (ii) a Bachelors Degree in any of the following disciplines: - Agriculture, Horticulture, Agronomy, Agricultural Economics, Agribusiness, or Agricultural Resource Management from a university recognized in Kenya;

- (iii) a Masters Degree in any of the following disciplines: - Agronomy, Soil Science, Horticulture, Agricultural Economics, Business Administration, Economics, Agriculture Extension or Land and Water Management from a university recognized in Kenya;
- (iv) be registered by the relevant professional body; and
- (v) have demonstrated managerial, administrative and professional competence in work performance and exhibited a thorough understanding of national goals, policies, objectives and ability to relate them to irrigation water management function

### **Duties and Responsibilities**

Duties and responsibilities at this level will include:-

- (i) coordinating, formulating, implementation and reviewing of National Irrigation policies, strategies, standards, guidelines, procedures and frameworks;
- (ii) coordinating development, implementing and reviewing of legislation and regulations pertaining to Irrigation;
- (iii) coordinating development and implementation of Irrigation Reforms;
- (iv) coordinating irrigation sector policy and strategy development, implementation and review;
- (v) coordinating monitoring and evaluation of irrigation policies and programmes;
- (vi) establishing Irrigation databases and information management systems;
- (vii) forming partnerships and collaborations in support of irrigations activities, projects and programmes; and
- (viii) coordinating mobilization of resources for implementation of irrigation programmes and projects

### **DEPUTY DIRECTOR/SENIOR PRINCIPAL SUPERINTENDING ENGINEER IRRIGATION INFRASTRUCTURE DEVELOPMENT - ONE (1) POST- V/NO. 287/2024**

<b>Basic Salary Scale:</b>	<b>Ksh 102,860 p.m. – 172,350 p.m.</b>	<b>(CSG 6)</b>
<b>House Allowance:</b>	<b>Ksh 21,508 - Ksh 50,000 p.m.</b>	
<b>Commuter Allowance:</b>	<b>Ksh 16,000 p.m</b>	
<b>Leave Allowance:</b>	<b>As provided in the Civil Service.</b>	
<b>Annual Leave</b>	<b>30 working days per financial year</b>	
<b>Medical Cover:</b>	<b>As provided by the government</b>	
<b>Terms of Service:</b>	<b>Permanent and Pensionable</b>	

**For appointment for Appointment to this grade, a candidate must have:-**

- (i) served for a minimum period of three (3) years at the grade of Chief Superintending Engineer, Irrigation CSG 7 or in comparable and relevant position in the wider public service;
- (ii) a Bachelors Degree in any of the following disciplines: Agricultural Engineering, Civil engineering, Agricultural and Bio-systems Engineering, Soil Water and Environmental engineering, Environmental and Bio-systems Engineering, Biomechanical and Processing Engineering or Soil and Water Engineering from a university recognized in Kenya;
- (iii) be registered by a relevant professional body; and

- (iv) demonstrated managerial, administrative and professional competence in work performance and exhibited a thorough understanding of national goals, policies, objectives and ability to relate them to the irrigation and drainage function

### **Duties and Responsibilities**

Duties and responsibilities at this level will include:-

- (i) developing and reviewing of the irrigation policy, regulations, standards, guidelines, strategies, plans, programmes and projects on irrigation and drainage as outlined in the Executive Order No.1 of 2023, CoK 2010, Irrigation Policy 2017 and Irrigation Act 2019;
- (ii) coordinating implementation of strategic plans, national irrigation master plans and financial investment plans for irrigation infrastructure development in collaboration with relevant stakeholders as per Irrigation Act 2019 Section 6(5);
- (iii) overseeing compliance to standards on irrigation infrastructure designs and auxiliary facilities as per Irrigation (General) Regulations 2021 section 15, 20(6) and 21(1);
- (iv) monitoring quality control of irrigation infrastructure and auxiliary facilities as per Irrigation (General) Regulations 2021 section 20(6) and 21(1);
- (v) coordinating implementation of national irrigation programs and projects in collaboration with county governments and other relevant stakeholders; as per Irrigation Act 2019 Section 8(2)(h);
- (vi) establishing and maintaining linkages and networking with stakeholders on irrigation and drainage development as per the Irrigation Act 2019 Section 8(2)(i); and
- (vii) developing and maintaining an irrigation database and integrate systematic monitoring and evaluation as per the Irrigation Act 2019 Section 6(2)(i);
- (viii) providing technical advice on the provision of irrigation contracts and consultancy services; as per Irrigation Act 2019 section 8(1)(c);
- (ix) providing capacity building and technical support to the counties on irrigation and drainage development as per CoK 2010 forth schedule No. 25;
- (x) promoting Public-Private-Partnerships in irrigation development and management as per Irrigation Act 2019 Section 8(2)(e) and Irrigation (General) Regulations section 16(4);
- (xi) coordinating monitoring and evaluation of irrigation infrastructure maintenance and operations as per the Irrigation Act 2019 Section 6(2)(a); and
- (xii) providing technical support and services in development and management of community-based irrigation schemes as per the Irrigation Act 2019 Section 8(2)(h);

**DEPUTY DIRECTOR/SENIOR PRINCIPAL SUPERINTENDING ENGINEER-WATER HARVESTING AND STORAGE –ONE (1) POST –V/NO. 288/2024**

<b>Basic Salary Scale:</b>	<b>Ksh.102, 860- Ksh. 172, 350 p.m.</b>	<b>(CSG 6)</b>
<b>House Allowance:</b>	<b>Ksh 21, 508- Ksh. 50,000 p.m.</b>	
<b>Commuter Allowance:</b>	<b>Ksh 16,000 p.m.</b>	
<b>Annual Leave Allowance:</b>	<b>As provided by the Government</b>	
<b>Annual Leave</b>	<b>30 working days per financial year</b>	
<b>Medical Cover:</b>	<b>As provided by the Government</b>	
<b>Terms of Service:</b>	<b>Permanent and pensionable</b>	

**For appointment to this grade, a candidate must have:-**

- (i) served for a minimum period of three (3) years at the grade of Chief Superintending Engineer, (Irrigation Water Harvesting and Storage), CSG 7, or in a comparable and relevant position in the wider Public Service;
- (ii) a Bachelors Degree in any of the following disciplines;- Agricultural Engineering, Agricultural and Bio-systems Engineering, Soil Water and Environmental Engineering, Environmental and Bio-systems Engineering, Biomechanical and Processing Engineering or Soil and Water Engineering from a university recognized in Kenya;
- (iii) be a member of relevant professional body; and
- (iv) demonstrated a high degree of professional competence, managerial, administrative capability in work performance and exhibited a thorough understanding of national goals, policies and objectives

**Duties and Responsibilities**

Duties and responsibilities at this level will include:-

- (i) formulating, implementing, and reviewing policies, strategies, guidelines, procedures and frameworks on water harvesting and storage, and groundwater exploitation for irrigation;
- (ii) formulating, implementing and reviewing programmes and projects pertaining to irrigation water harvesting and storage, and exploitation of groundwater;
- (iii) mapping and designating areas ideal for irrigation water harvesting and storage development;
- (iv) providing technical support and capacity building to stakeholders and counties on irrigation water harvesting and storage;
- (v) mobilizing resources for implementation of water harvesting and storage projects and programmes;
- (vi) mobilizing resources for flood control;
- (vii) forming partnerships in support of water harvesting and storage activities including exploitation of ground water;
- (viii) establishing databases and information on irrigation harvesting and storage;
- (ix) undertaking technical audits and assessments on development and management of water harvesting and storage infrastructure;

- (x) monitoring and evaluating implementation of programmes and projects on irrigation water harvesting and storage including exploitation of groundwater; and
- (xi) promoting use of efficient technologies and construction techniques in irrigation water harvesting and storage development

**DEPUTY DIRECTOR, LAND RECLAMATION & ECOSYSTEM RESTORATION –ONE (1)  
POST –V/NO. 289/2024**

<b>Basic Salary Scale:</b>	<b>Ksh.102, 860- Ksh 172, 350 p.m. (CSG 6)</b>
<b>House Allowance:</b>	<b>Ksh 21, 508- Ksh 50,000 p.m.</b>
<b>Commuter Allowance:</b>	<b>Ksh 16,000 p.m.</b>
<b>Annual Leave Allowance:</b>	<b>As provided by the Government</b>
<b>Annual Leave</b>	<b>30 working days per financial year</b>
<b>Medical Cover:</b>	<b>As provided by the Government</b>
<b>Terms of Service:</b>	<b>Permanent and pensionable</b>

**For appointment to this grade, a candidate must have:-**

- (i) served for a minimum period of three (3) years at the grade of Assistant Director (Land Reclamation and Ecosystem Restoration), CSG 7, or in a comparable and relevant position in the wider public service;
- (ii) a Bachelors Degree in any of the following disciplines;- Forestry, Natural Resource Management, Agriculture, Hydrology, Geography, Geology, Economics, Community Development, Environmental Science, Marine Science, Agricultural Engineering, Chemical Engineering, Civil Engineering, Industrial Engineering or Water Engineering from a university recognized in Kenya; and
- (iii) demonstrated a high degree of professional competence, managerial, administrative capability in work performance and exhibited a thorough understanding of national goals, policies and objectives

**Duties and Responsibilities**

Duties and responsibilities at this level will include:-

- (i) implementing policies, regulations, frameworks, guidelines, strategies, plans, programmes and projects on land reclamation and rehabilitation of related ecosystems;
- (ii) coordinating restoration and rehabilitation protocols in collaboration with stakeholders;
- (iii) overseeing compliance to rules and guidelines to achieve Land Degradation Neutrality (LDN), A Kenyan commitment to United Nations;
- (iv) coordinating adoption of guidelines and standards on land restoration and rehabilitation, waste water use, sludge and other industrial waste in collaboration with relevant institutions;
- (v) establishing and enforcing guidelines and standards for land reclamation, rehabilitation, rehabilitation structures and designs;
- (vi) promoting the use of silt load in rivers and water bodies as a measure of degradation and rehabilitation structures and designs;



- (vii) promoting sustainable land management practices among other land reclamation technologies such as Afforestation/Reforestation/Agroforestry/Assisted Regeneration in & Reseeding in ASALS;
- (viii) coordinating adoption of watershed management tools for increased environmental water conservation and storage in collaboration with stakeholders; and
- (ix) environmental water conservation and storage in collaboration with stakeholders

**DEPUTY DIRECTOR, IRRIGATION WATER MANAGEMENT-ONE (1) POST -V/NO. 290/2024**

<b>Basic Salary Scale:</b>	<b>Ksh.102, 860- Ksh. 172, 350 p.m.</b>	<b>(CSG 6)</b>
<b>House Allowance:</b>	<b>Ksh 21, 508- Ksh. 50,000 p.m.</b>	
<b>Commuter Allowance:</b>	<b>Ksh 16,000 p.m.</b>	
<b>Annual Leave:</b>	<b>30 working days per financial year</b>	
<b>Medical Cover:</b>	<b>As provided by the Government</b>	
<b>Terms of Service:</b>	<b>Permanent and pensionable</b>	

**For appointment to this grade, a candidate must have;**

- (i) served for a minimum period of three (3) years at the grade of Assistant Director, Irrigation Water Management, CSG 7, or in a comparable and relevant position in the wider public service;
- (ii) a Bachelors Degree in any of the following disciplines- Agriculture, Horticulture, Agronomy, Agricultural Economics, Agribusiness or Agricultural Resource Management from a university recognized in Kenya; and
- (iii) demonstrated a high degree of professional competence, managerial, administrative capability in work performance and exhibited a thorough understanding of national goals, policies and objectives

**Duties and Responsibilities**

Duties and responsibilities at this level will include:-

- (i) coordinating, implementing and reviewing national irrigation policies, strategies, standards, guidelines, procedures and frameworks on irrigation water use and managing irrigation schemes;
- (ii) coordinating, implementing and reviewing programmes and projects pertaining to irrigation schemes management & productivity, and irrigation reforms, research, innovation and capacity strengthening;
- (iii) initiating, developing, implementing an reviewing legislations and regulations pertaining to irrigation water use and schemes management;
- (iv) mobilizing resources, involving private sector and forming partnerships and collaborations for implementation of irrigation research, innovations, capacity strengthening projects and programmes and schemes management including productivity improvement to counties, IWUAs and stakeholders ;
- (v) building capacity and providing technical assistance to County Irrigation Development Units (CIDUS);

- (vi) building linkages with CIDUs;
- (vii) overseeing irrigation water development and management in schemes by promoting water saving technologies and efficient on-farm water in schemes across the country and promoting best irrigation agronomic practices and irrigated enterprises;
- (viii) overseeing irrigation schemes operations and maintenance by undertaking periodic surveys, assessments on performance providing technical assistance on establishment of Irrigation Water Users' Associations (IWUAs) for management of community-based irrigation schemes;
- (ix) establishing and maintaining a database on irrigation schemes, irrigation research, innovations, irrigation technologies and capacity building initiatives, and ensuring efficient records management;
- (x) developing and reviewing training master plan, manuals for capacity building on irrigation infrastructure development, water use, management and regulation of irrigation in liaison with counties and other stakeholders;
- (xi) coordinating mainstreaming of climate-smart irrigation water use technologies and innovations in irrigation schemes; and
- (xii) liaising with training institutions in the development of curricula for training Irrigation Water Management professionals and practitioners

**SECRETARY/CEO  
PUBLIC SERVICE COMMISSION**